Kapālama Summer School

2013 Student & Parent Handbook

SESSION DATES:
Monday, June 17 - Friday July 19  Grades 1-8, Performing Arts Academy and afternoon classes
Monday, June 10 - Friday July 19  Grades 9-12
**Important Contact Information**

**Absences – 24 Hour Hot Line**
Grades 1–8: 842-8201
Grades 9–12: 842-8704

**Emergency Transportation Changes**
call 842-8765

**All Summer School offices will be closed on the following holidays:**
Monday, May 27: Memorial Day
Tuesday, June 11: Kamehameha Day
Thursday, July 4: Independence Day (no classes)

**Main Office**
Paauahi Administration (Building #58) Suite #224
Monday – Friday: 7:00 a.m. – 3:45 p.m.
Phone: 842-8705
Fax: 842-0850

**From June 5 to July 22, 2013**
Kalanimoku (Building #46), Room 411
Monday – Friday: 7:00 a.m. – 3:45 p.m.
Unit Coordinator – Mrs. Ho'omana-Heffernan
Phone: 842-8664

**High School Summer School Office**
From June 5 to July 19, 2013
Bishop Hall (Building 27)
Old counseling center room 105
Monday – Friday: 6:30 a.m. – 3:45 p.m.
Unit Coordinator – Mr. Metzger
Phone: 842-8030
Grades 9–12 Attendance: 842-8704

**Assistant Coordinator Office**
From June 5 to July 19, 2013
Paki Hall (Building #38) Room 100
Grades 1–12 Assistant Coordinator – Mr. Kauka
Phone: 842-8302

**Afternoon Courses Unit Office**
From June 12 to July 19, 2013
Kanei'akapōlei (Building #49) Room 3
Monday – Friday: 11:00 a.m. – 4:15 p.m.
Coordinator – Mr. Massad
Phone: 843-3311

**Performing Arts Academy Unit Office**
From June 12 to July 19, 2013
Performing Arts (Building #11), Room 208
Monday – Friday: 11:00 a.m. – 4:15 p.m.
Unit Coordinator – Mrs. Tatiana Fox
Phone: 842-8528

**Performing Arts Academy Unit Office**
From June 12 to July 19, 2013
Performing Arts (Building #11), Room 208
Monday – Friday: 11:00 a.m. – 4:15 p.m.
Unit Coordinator – Mrs. Tatiana Fox
Phone: 842-8528

**Grades 9–12: 842-8704**

**Grades 1–8: 842-8201**

**Grades 5–8 Unit Office**
From June 12 to July 19, 2013
Kūihe'elani (#47) Room 9
Monday – Friday: 7:00 a.m. – 12:30 p.m.
Unit Coordinator - Mrs. Bode
Phone: 842-8514

**Grades 5–8 Unit Office**
From June 12 to July 19, 2013
Kāoleloki (Building #42) Room 115
Monday – Friday: 7:00 a.m. – 12:30 p.m.
Unit Coordinator – Mrs. Hatsumi
Phone: 842-8528

**Grades 9–12 Assistant Coordinator**
From June 12 to July 19, 2013
Paki Hall (Building #38) Room 100
Grades 1–12 Assistant Coordinator – Mr. Kauka
Phone: 842-8302

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Information for Parents

Supporting Your Child’s Education

Your Role as a Parent

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

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

- Support Regular Attendance
  Make sure that your child is in school on time everyday, unless attendance is prevented by an illness, injury or emergency.

- Take an Active Interest in Your Child’s Learning
  Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

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

- Communicate
  Open communication between parents and school professionals is key to a child’s academic success. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

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

- Support School Activities
  Show support for your child’s involvement by volunteering to assist with activities or by simply ensuring safe transportation for your child to and from school activities.

Enforcing Dress Code

Enforcement of the dress code begins at home. Please ensure your child leaves home in proper school attire.

Parent/Student Access to Education Records

Parents and students are allowed:

1. To inspect, review and obtain copies of their own education record.

2. 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 Summer School Coordinator, or his/her designee.

3. To obtain copies of Kamehameha’s policies and procedures concerning parent/student access to education records. Requests should be made at the Summer School Coordinator’s office.

Directory Information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken and the school will 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 purpose
- dates of school attendance
- degrees and awards received
- most recent and previous education institution attended
- and other similar information

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.

References to “parents” throughout this handbook should be understood to mean “parents and legal guardians.”
Kamehameha Schools Resource Centers
Kamehameha Schools Resource Centers provide information and support for school activities in their respective communities. Students or parents needing information or material about school activities, admissions, counseling conferences or community education services may call these individuals.

KSRC – East Hawai’i
Noelani Ho’opai, Manager
160B Koa‘a Street
Hilo, HI 96720
Phone: Bus. 935-0116 / Res. 935-5981
Fax: 961-6134

KSRC – West Hawai’i
Lehua Kaulukukui, Manager
78-6831 Ali‘i Drive, Suite 239
Kailua-Kona, HI 96740
Phone: Bus. 322-5400 / Res. 883-9273
Fax: 322-1865

KSRC – Kaua‘i
Coty “Buffy” Ofisa, Manager
2970 Halekō Road, Room 101
Lihu‘e, HI 96766
Phone: Bus. 245-8070 / Res. 828-1969
Fax: 246-4617

KSRC – Moloka‘i
Ron Kimball, Manager
P. O. Box 1047
Hilo, HI 96720
Phone: 567 South King St., Suite 301
Honolulu, HI 96813
Phone: Bus. 534-3673 / Res. 533-3530
Fax: 553-9801

KSRC – O‘ahu
Bobbie Tom, Manager
Kawaiaha‘o Plaza
567 South King St., Suite 31
Honolulu, HI 96813
Phone: Bus. 534-3994 / Cell 630-0656
Fax: 523-6255

Information for Students
A list of school supplies, if needed, will be given on the first day of class

Student Attendance
Kamehameha Schools Kapalama Summer School has a strict attendance policy. Family trips should be scheduled before or after the session. When students are absent due to illness or injury, parent(s)/legal guardian(s) shall contact the school office each day of the absence and provide the student’s name, grade and reason for absence. Upon return, the parent(s)/legal guardian(s) shall provide written explanation for the absence.

Excessive absences will result in your child being given lower priority during registration the following summer. This may result in your child's inability to register for any summer school classes.

- Students invited to both Kapalama Summer School and an Explorations Series Program should request attendance for Hōʻomākākā'i's Week 2 (June 9 – June 14 or Week 5 (June 20 – July 5). Hōʻoalana: Week 1 (June 2 – June 7) or Week 2 (June 9 – June 14) or Week 5 (June 20 – July 5). Kālla I Ka Pono: Week 1 (June 2 – June 7) on the Explorations Series Program Selection form to avoid conflict with the summer school calendar.

NOTE: Students in grades 6–8 may select other weeks, however, please keep in mind our attendance policy since selection of other weeks will cause your child to be absent from school for five (5) days. Students in grades 9–12 may not be absent for more than three (3) days and students in grades 1–8 may not be absent for more than five (5) days (see Academic Policies).

Performing Arts Academy students are required to complete a mandatory hōʻike (show) the final week of the summer school. Please do not sign up to attend the Explorations Series during Week 7 (July 14 - July 19).

Returning after Illness or Injury
Students in grades 1–8, returning to school after an absence of five (5) or more days must readmit through the unit office with a note explaining the reason for the absence. Students in grades 1–4, readmitting with medical restrictions on any activity, regardless of the number of days absent, must report to the Kalanimōkī Dispensary, students in grades 5–8, readmitting with medical restrictions on any activity, regardless of the number of days absent, must report to the Middle School Dispensary in Kapolei (Building #42). Students in grades 9–12, returning to school after an absence of one (1) or more days must readmit through the unit office with a note explaining the reason for the absence. Students in grades 9–12, readmitting with medical restrictions on any activity must report to Hāle Ola regardless of the number of days absent.

Absences in Grades 1–8:
- A maximum of five (5) days absence, for any reason, is allowed except for Na Pua Lei A Pauahi, Intro to Math 7 and Intro to Math 8 which allow only 3 days absence. Please be aware, students in grades 5–8 missing six (6) or more days for any reason will not receive course grades.
- For elementary school students absence, call 842-8201 by 8:30 a.m. This number will not be in service until June 5.

Absences in Grades 9–12:
- Students missing four (4) or more days for any reason will not receive credit and may be dismissed from the summer school program.
- For high school student absences, call 842-8704 by 8:30 a.m. This number will not be in service until June 5.

Student Conduct
Learning Center Guidelines
1. Students will observe the Student Behavior Policy.
2. All food and drinks are prohibited including candy, seeds and gum.
3. Students must follow the librarian's or their teacher's computer use instructions.
4. Borrowed materials must be returned by the due date to avoid overdue fines.
5. Parents will be charged replacement costs if materials are damaged, lost or not returned.
6. Grades will be withheld if materials are not returned by the end of School Summer or if there are any outstanding fines or fees.

Student Technology Guidelines
Kamehameha Schools Electronic Information System
Kamehameha Schools (KS) allows students the use of its Internet, Intranet and e-mail systems to support education-related communication and research. Students may access the systems through the Kamehameha Schools Electronic Information System (EIS). The use of the system and its support facilities is a privilege not a right and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/or release from Kamehameha. Students and other learners, including parents or guardians, must abide by the following guidelines when using the EIS. To view a detailed version of the guidelines, refer to the KS “EIS Responsible Use Provisions” available at connect.ksbe.edu for external access, or at itd.ksbe.edu/responsible for internal viewing.

Student Computer-Use Guidelines
Use EIS resources for educational purposes
- Students should use KS computer equipment, Internet, Intranet and e-mail systems for the purpose of education-related communication and research.
- Use of KS computer equipment and systems for personal communication and Internet browsing should be kept to a minimum. If such personal usage should occur, it is subject to the KS “EIS Responsible Use Provisions.”
- Use only school-provided software on KS computers – leave all personal files, software, CDs, etc. at home.
- Do not use the KS EIS to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications, or to do things that are illegal or unethical.
- Do not use KS computers for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies, and do not download music, movies, games or software unless instructed to do so by KS staff.
- Really Simple Syndication feeds may only be used with teacher permission.
- Conducting unauthorized commercial activity of any kind is prohibited.
Practice responsible computer use
• Ask a teacher or computer lab resource person if you have questions or concerns about the KS computer equipment or systems.
• Report problems with equipment or software to a teacher or computer lab resource person and they will work with KS Information Technology professionals to resolve the problems.
• Take steps to backup school work data according to the provisions set out by KS teachers.
• Do not shut down or restart computers unless instructed to do so by KS staff.
• Identify your data storage discs and zips by writing your first and last names on them with a permanent marker.

Stay safe
• Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
• Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.
• Under no circumstances should you meet with someone you chatted with online without first checking with parents or teachers.
• Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam or phony contest.
• Beware of the dangers of sharing photos, lifestyle and other personal information on Web sites such as MySpace and Facebook. KS computer systems may not be used to update personal Web spaces unless they are associated with KS educational activities.
• Do not respond to e-mail messages from unknown senders, unless the subject of the e-mail is related to KS educational activities.
• Do not participate in chain mail or other group mail activities where e-mail addresses may be passed on for KS educational 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, impair access to systems for others, or maliciously alter or delete shared information.
• Do not use the KS EIS to harm others, alter other people’s materials, or misrepresent your identity.
• Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
• Leave equipment and room in good condition for next user/class.
• Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS. Violation of this principle may result in significant disciplinary action.
• Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

Protect privacy
• Respect the privacy of others. Never use or try to obtain the online user name or password of another individual.
• Always use your own online user ID, and keep your passwords private.
• Do not let others use your e-mail account or portable data storage devices such as zip discs, CDs, DVDs, iPods or flash drives (thumb or jump drives).
• Care for KS computer equipment.
• Do not connect unauthorized equipment to the KS network or alter KS equipment to perform unauthorized activities.
• Avoid installing software onto KS computers other than what is authorized by KS, and avoid removing software that has been installed by KS.
• Handle and store KS computer equipment with care, including the use of a proper case or tote bag to protect your laptop.
• Keep equipment surfaces clean by keeping them free of markings, decorative stickers or grime.
• Keep food and drinks away from the computers as well.
• Protect KS equipment from theft or loss.
• Maintain all identifier markings or stickers placed on the equipment by KS.
• Do not allow others, except parents or guardians, to use the equipment.
• If you are assigned a laptop, make sure its battery is fully charged every day.
• Students who are assigned KS laptops will sign a Student Laptop Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.

 Preserve the EIS system
• Do not change basic system configurations that alter firewall protections or protect against virus and spyware threats.
• Check your e-mail accounts regularly and respond in a timely manner when asked to do so for KS educational purposes.
• Keep your e-mail accounts organized and keep your mailbox from becoming full by deleting old mail from the system.
• Do not agree to receive promotional e-mail or subscribe to automatic elistservs.

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/trade mark 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 material.

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, nondeliveries, misdeliveries or service interruptions. KS makes no warranty for the service that it is providing.

Printing Guidelines
• Font (style and size)
• Body of Document – text; plain, no larger than 14 pt., no bold, or color
• Title – no larger than 18 pt.
• Check List
• Select proper printer (room, LaserWriter, color printer, etc).
• Spell check
• Proofread
• Check for blank pages or pages with one or two lines.
• Save to your jump drive.

Printing Documents
• Do not print web pages or images from the Internet.
• Print only school related materials.
• Print only one copy.
• Images must be used within a text document (essay, poem, report, title page, etc.). Use a copy machine to print images to bulletin boards or collages.
• If a minor change is made, print only the page that you need.
• Report any printing problems to the supervising adult immediately; do not continue to give the print command.
• See teacher about printing in color.
Disciplinary Steps for Violating Computer and Printing Privileges

Technology is an integral part of our lives. Due to the significance technology plays in our daily operations, we are fortunate to have many valuable resources available at our disposal. Proper and ethical use of technology is a high priority for our school. Students are expected to know, understand, and comply with the school's technology use policies.

By acknowledging and agreeing to proper use of the technology available, students should know that there will be consequences for not following the computer use guidelines and policies. Faculty and staff members will issue detention for minor infractions. For more serious violations, disciplinary action, after investigation, will follow the same route as other disciplinary consequences set forth in this Handbook. The possible consequences could range from incident reports, detention, conduct warning/probation, removal from laptop privileges and/or administrative leave.

Student Internet/Intranet Guidelines Based on Hawaiian Values

Hawaiian values will guide in the appropriate use on the Internet.

Pono – To be moral and proper
• Respect copyright laws pertaining to the materials on the network.
• Use the Internet for the intended educational purpose of this institution; do not use it for business or recreation.
• Promote honesty and integrity when providing and using information on the Internet. Remember that even if someone has placed something on the Internet, it may not be proper to copy it.

Naʻau pono – To possess a deep sense of justice
• Tell a teacher if you encounter inappropriate information or graphics on the Internet.
• Use only addresses a teacher provides; do not use other addresses without first checking with a teacher.
• Tell a teacher if you receive a message that makes you feel uncomfortable.
• Keep your account name and password private; do not let others use your account.

ʻImiʻike – To seek knowledge
• Seek the vast, diverse, and unique resources available on the Internet.
• Electronic mail communication with people all over the world.
• Access to catalogs, including those of many university libraries, the Library of Congress and the collections of many museums.
• Access to many on-line resources and information.
• Access to the worldwide web.
• Do not assume that all the information or “facts” you find on the Internet are accurate and/or that the authors are the experts or have the credentials they say they do. Be sure to verify your sources before you use the information.

Laulima – To work cooperatively
• When teachers allow for this, work with others on the same computer to help one another and to make more computers available for use when needed.
• Show willingness to cooperate in small group operations.
• Follow the guidelines for proper Internet use.

Lokomaikaʻi – To share
• Help others learn to use the Internet.
• Share useful Internet addresses with others.
• Share useful information from the Internet with others.
• Share computer resources with others by downloading large files when the computers are not in demand.

Mālama – To care for each other
• Preserve student Internet privileges by caring for the computers and using the Internet properly.
• Report to a teacher or system administrator any problems with the network so others will not have to encounter the same difficulty.
• Care for others using the Internet by notifying a teacher if you encounter inappropriate information or graphics on the network. This will help others avoid being subjected to that experience.
• Do not give out personal information (full name, telephone numbers, and addresses) about yourself, friends, family, or your school without first checking with your parents and teachers.

• Do not agree to get together with someone you meet “on-line” without first checking with your parents and teachers.

Student Dress Code

Parents/legal guardians are responsible for seeing that their children’s attire conforms to the Summer School Dress Code as stated below. Students will be sent home if they do not comply.

Students in Grades 1-4:
Children are to dress simply and in good taste. Footwear is required; heelys are not allowed. Hair should be clean and neatly groomed. No white undershirts or shirts with advertising or caricatures in poor taste. Head coverings, visors and hats must be removed before entering a classroom. Earrings for boys are NOT allowed. Unconventional haircuts (e.g., tails, uneven cuts across back or side, razor patterns, shaved or partly shaved heads) and unusual hair coloring are not permitted.

Students in Grades 5-12:

Boys’ appropriate attire:
1. Full-length pants, jeans or walking shorts which are clean. Pants designed with belt loops must be worn with belts.
2. T-shirts and sweatshirts in good taste may be worn. Shirts with tails (including polo shirts) must be tucked in. Only shirts with squared bottoms may be worn out. Button-down or zipped sweaters and jackets are considered OUTER wear and must be worn with shirts which are visible. T-shirts are not considered outer garments and may not be worn over shirts.
3. Footwear must be worn as the design intends. Shoes made for laces must be laced and tied neatly.
4. All dark/sunglasses and headgear including hats, sunshades and visors must be removed before entering a classroom.

Inappropriate attire includes:
Bandannas, jewelry items such as nose, tongue, ear or eyebrow rings, baggy T-shirts, sleeveless T-shirts, tank tops, cut off or crop top shirts, undershirts, shorts shorter than finger-tip length, work clothes, bib overalls, tires (including camouflage gear), ragged, torn, ink-marked, or dirty clothes, any clothing with advertising, messages, or caricatures in poor taste including clothing with pictures of marijuana plants or clothing that promotes or advertises drugs, alcohol, tobacco, or acts of violence.

Boys’ hair styling:
1. Hair should be clean, neatly groomed, and not touch the top of the collar of a dress shirt. When combed, hair should not fall over the eyebrows nor should its side length exceed the bottom of the earlobe. The length and bulk of the hair should not appear ragged or unkempt. Unconventional haircuts (e.g., tails, uneven cuts across back or side, razor patterns, shaved or partly shaved heads) and unusual hair coloring are not permitted.
2. Sideburns are allowed, provided they are not longer than the bottom of the earlobe, are trimmed, and have no flare at the bottom.
3. The face is to be clean shaven.

Girls’ appropriate attire:
1. Dresses, mu’umuu’s, rompers (must be below the knee), skirts with blouses, knitted tops and/or sweat- ers. Neat pants or jeans which are full length to the ankles, split skirts, culottes and walking shorts (must not be shorter than fingertip length). All garments designed with belt loops must be worn with a belt (i.e., pants, jeans, dresses, skirts).
2. T-shirts and sweatshirts in good taste may be worn. All girls’ blouses and tops must be tucked in with The exception of those with squared or banded bottoms. Tops must be long enough to be tucked in, even if not required. Button-down or zipped sweaters and jackets must be worn as OUTER wear with shirts that are visible. T-shirts are not considered outer garments and may not be worn over shirts.
3. Footwear is required. Shoes are to be clean and must be worn as the design intends. Shoes made for laces must be laced and tied neatly.
4. All dark/sunglasses and headgear including hats, sunshades and visors must be removed before entering a classroom.

Inappropriate attire includes:
No visible piercings other than earrings. Short shorts (shorter than fingertip length), board shorts, spandex or clothing that promotes or advertises drugs, alcohol, tobacco, or acts of violence.

Girls’ hair styling:
1. Hair should be clean, neatly groomed, and not touch the top of the collar of a dress shirt. When combed, hair should not fall over the eyebrows nor should its side length exceed the bottom of the earlobe. The length and bulk of the hair should not appear ragged or unkempt. Unconventional haircuts (e.g., tails, uneven cuts across back or side, razor patterns, shaved or partly shaved heads) and unusual hair coloring are not permitted.
2. Sideburns are allowed, provided they are not longer than the bottom of the earlobe, are trimmed, and have no flare at the bottom.
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Parents/legal guardians are responsible for seeing that their children’s attire conforms to the Summer School Dress Code as stated below. Students will be sent home if they do not comply.

Students in Grades 1-4:
Children are to dress simply and in good taste. Footwear is required; heelys are not allowed. Hair should be clean and neatly groomed. No white undershirts or shirts with advertising or caricatures in poor taste. Head coverings, visors and hats must be removed before entering a classroom. Earrings for boys are NOT allowed. Unconventional haircuts (e.g., tails, uneven cuts across back or side, razor patterns, shaved or partly shaved heads) and unusual hair coloring are not permitted.

Students in Grades 5-12:

Boys’ appropriate attire:
1. Full-length pants, jeans or walking shorts which are clean. Pants designed with belt loops must be worn with belts.
2. T-shirts and sweatshirts in good taste may be worn. Shirts with tails (including polo shirts) must be tucked in. Only shirts with squared bottoms may be worn out. Button-down or zipped sweaters and jackets are considered OUTER wear and must be worn with shirts which are visible. T-shirts are not considered outer garments and may not be worn over shirts.
3. Footwear must be worn as the design intends. Shoes made for laces must be laced and tied neatly.
4. All dark/sunglasses and headgear including hats, sunshades and visors must be removed before entering a classroom.

Inappropriate attire includes:
Bandannas, jewelry items such as nose, tongue, ear or eyebrow rings, baggy T-shirts, sleeveless T-shirts, tank tops, cut off or crop top shirts, undershirts, shorts shorter than finger-tip length, work clothes, bib overalls, tires (including camouflage gear), ragged, torn, ink-marked, or dirty clothes, any clothing with advertising, messages, or caricatures in poor taste including clothing with pictures of marijuana plants or clothing that promotes or advertises drugs, alcohol, tobacco, or acts of violence.

Boys’ hair styling:
1. Hair should be clean, neatly groomed, and not touch the top of the collar of a dress shirt. When combed, hair should not fall over the eyebrows nor should its side length exceed the bottom of the earlobe. The length and bulk of the hair should not appear ragged or unkempt. Unconventional haircuts (e.g., tails, uneven cuts across back or side, razor patterns, shaved or partly shaved heads) and unusual hair coloring are not permitted.
2. Sideburns are allowed, provided they are not longer than the bottom of the earlobe, are trimmed, and have no flare at the bottom.
3. The face is to be clean shaven.

Girls’ appropriate attire:
1. Dresses, mu’umuu’s, rompers (must be below the knee), skirts with blouses, knitted tops and/or sweat- ers. Neat pants or jeans which are full length to the ankles, split skirts, culottes and walking shorts (must not be shorter than fingertip length). All garments designed with belt loops must be worn with a belt (i.e., pants, jeans, dresses, skirts).
2. T-shirts and sweatshirts in good taste may be worn. All girls’ blouses and tops must be tucked in with The exception of those with squared or banded bottoms. Tops must be long enough to be tucked in, even if not required. Button-down or zipped sweaters and jackets must be worn as OUTER wear with shirts that are visible. T-shirts are not considered outer garments and may not be worn over shirts.
3. Footwear is required. Shoes are to be clean and must be worn as the design intends. Shoes made for laces must be laced and tied neatly.
4. All dark/sunglasses and headgear including hats, sunshades and visors must be removed before entering a classroom.

Inappropriate attire includes:
No visible piercings other than earrings. Short shorts (shorter than fingertip length), board shorts, spandex or clothing that promotes or advertises drugs, alcohol, tobacco, or acts of violence.
shorts, blue denim bib overalls, fatigue skirts (including camouflauge wear), ties of any length worn with or without an over-garment, skin-tight pants (i.e., jeans, leotards, spandex leggings), ragged, torn, ink-marked, dirty clothes, baggy T-shirts, sleeveless T-shirts, undershirts, athletic/casual tank tops, men's oversized shirts, crop-top blouses (unless worn with an approved dress code blouse or top), scanty attire, tube tops, clothing that exposes the midriff, backless dresses or blouses, see-through patterns, any clothing with advertising, message, or caricatures in poor taste, including clothing with pictures of marijuana plants or clothing that promotes or advertises drugs, alcohol, tobacco, or acts of violence.

Girls' hair styling:
Hair should be clean and neatly groomed. The length and bulk of the hair should not appear ragged or unkempt. Unconventional haircuts and unusual hair coloring are not permitted.

**Student Discipline**

**Ka Loina Lawena Pono**
Ke mahalo nei au i Ke Ali‘i Puaahi no kona lokomaika‘i.
I lālā kūpono o ka ‘ohana o Kamehameha, e hō‘ōhi‘a ana au i ke Aku, ko‘u po‘e kūpuna, ko‘u ‘ohana a me ke kiaiauli‘i ka hana pono.

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

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

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

**Level 1**
Level 1 discipline addresses behavior that disrupts the school community.

**Infractions** – Examples include, but are not limited to:
- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area

**Possible Consequences** – (Depending on the severity and/or frequency of infractions):
- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken

**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.

**Possible Consequences** – (Depending on the severity and/or frequency of infractions):
- Detention
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts

**Level 3**
Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, results in violence to self or others, destruction of property, discards 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:
- 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
- Gambling & betting
- Unauthorized use of or possession of school-related property, equipment, and materials
- Destruction or damage of other students' work or materials

**Possible Consequences** – (Depending on the severity and/or frequency of infractions):
- Detention
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts

**Level 4**
Level 4 discipline addresses behaviors which have not responded to either Level 1, 2, or 3 intervention, results in violence to self or others, destruction of property, discards 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:
- Unmodified Level 1, 2, or 3 behavior
- 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
- Inappropriate public display of affection
- Sexual misconduct
- Smoking cigarettes
- Minor theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting
- Unauthorized use of or possession of school-related 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 infractions):
- Detention
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts

**Level 5**
Level 5 discipline addresses behaviors which have not responded to either Level 1, 2, 3, or 4 intervention, results in violence to self or others, destruction of property, discards 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
- Inappropriate public display of affection
- Sexual misconduct
- Smoking cigarettes
- Minor theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting
Level 4
Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, that pose a direct threat to self and 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:
- Unmodified Level 1, Level 2 and/or Level 3 behavior
- 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
- 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):
- Financial restitution
- School counseling
- Outside counseling
- Alcohol and/or drug testing
- Community service
- Suspension
- Release from school

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):
- Financial restitution
- School counseling
- Outside counseling
- Alcohol and/or drug testing
- Community service
- Suspension
- Release from school

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 three 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 principal within a reasonable time. 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 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.

The decision by the headmaster is final and not reviewable.

Academic Policies
Student Evaluation and/or Credit
I. Students in Grades 1–4
- Grades 1–4 students participate in a final class project. Classes are for enrichment only. Credit is not awarded for Grades 1–4 courses. Report cards are not issued.

II. Students in Grades 5–8
- Grades will be posted in KS Connect. Report cards

Students will receive credit for successful completion of a course (D or better) on the following basis:
- 2 hour course (1 sem) = ½ KS credit or 1 ½ DOE credit
- 4 hour course (2 sem) = 1 KS credit or 1 DOE credit

Teachers’ individual grading practices are outlined in their course summaries. Credit courses are offered at an accelerated pace. Each day is the equivalent of approxi-
mately a week of class during the regular school year. Therefore, students who are absent more than three days will not receive credit or a grade for the course.

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.

Safety and Security

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

Shuttle Bus Service

Bus service is provided free of charge between the campuses and the Schools’ Terminal located at School and Kapalama Streets. Daily supervision at the Terminal is provided during the following times:

- 6:30 a.m. – 7:40 a.m.
- 11:45 a.m. – 12:30 p.m.
- 4:00 p.m. – 4:30 p.m.

Students should not be dropped off at the Terminal prior to 6:30 a.m. when supervision is not provided.

As an integral part of the program, KS bus service is provided during the following times:

- 7:45 a.m. – 12:30 p.m.
- 1:50 a.m. and 12:20 p.m.

Bus times from Terminal to Campus:

- AM – 6:35 a.m. to 7:40 a.m. and 9:40 a.m.
- PM – 11:50 a.m. and 12:20 p.m.

Bus times from Campus to Terminal:

- 12:00 p.m. and 4:00 p.m.

Skateboards, Rollerblades and Scooters

Skateboards, rollerblades, scooters, Heelys, Razors, etc., are not allowed on campus at any time.

Afternoon Pick Up

For safety reasons, students must be picked up within 30 minutes of their last scheduled class unless they have elected KS bus service or are riding the city bus. The steps at Nāhīninēa or the Terminal is the pickup area for grades 1–8 students with afternoon classes ending at 4:00 p.m. Parents will select pick up site on confirmation form mailed in late April.

Students who are not picked up once the Terminal has closed at 12:30 p.m. (students without afternoon classes) or 4:30 p.m. (students with afternoon classes) will be returned to the campus and taken to Hale Ola (Building #1B). A $25 late pick-up fee will be charged each time a student is picked up from Hale Ola.

Traffic Regulations

While on campus, all drivers are responsible to observe all posted speed, stop, parking and other traffic requirements.

Student Drivers

Students are not allowed to drive or park on campus during the school day unless they have registered with the High School office (located in the Smith basement) on the first day of summer school and obtained a parking permit. All parking permits are kept on file at the KS Security office.

Available parking on campus is very limited. Driving and parking on campus is a privilege for students; it is not a right to which students are entitled. All student drivers are responsible for knowing the rules and regulations for driving and parking on campus. Failure to follow driving and parking rules and regulations may result in the loss of parking privileges.

Skateboards, Rollerblades and Scooters

Skateboards, rollerblades, scooters, Heelys, Razors, etc., are not allowed on campus at any time.

Reporting School Infractions and Unlawful Activity

If you or your child witness a school infraction – including discrimination, harassment, intimidation, bullying, hazeing or violence – please report the matter to the Unit Coordinator’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 Unit Coordinator’s Office.

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

Off-limit Areas on Campus

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

- Areas where construction or renovation is in progress
- Parking lots
- Forest areas
- Physical plant area
- Athletic facilities, unless enrolled in a sports class assigned to that area
- Classroom lanai areas & restrooms during class, except during passing periods or with permission
- Dormitory areas
- Any other areas identified and communicated by faculty and/or staff

Visitors and Volunteers

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

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available online at http://blogs.ksbe.edu/kapalamaasurer/files/2012/02/Parent-Volunteer-Forms_Combined.pdf and at the Unit Coordinators’ offices.

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 office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator’s office to sign out, unless alternate arrangements have been made.

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

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

Volunteers who have already completed the above procedures for the regular 2012–2013 school year do not have to complete volunteer procedures for summer school.

Securing Valuables

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

**Personal Electronic Equipment/Cellular Phones**

Electronic games are not allowed on campus. Students are discouraged from bringing cellular phones, iPods and other electronic equipment to school. If a student chooses to bring any of these items to school they assume all risk and liability. Kamehameha will not be responsible for replacing lost, stolen or damaged items. If a student’s use of these items interferes with the learning environment, the item will be confiscated and disciplinary action will be taken. All personal electronic equipment must be turned off during class periods.

**Right to Search**

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

**Reporting Child Abuse and/or Neglect**

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

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter. Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

**Changes in your Child’s Custodial Status**

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

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

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

**Island-wide Emergencies**

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

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

KS's emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their children in the following ways:

**Radio:** Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSKR 590 AM, KCNN 1420 AM, KSKR 92.3 FM, HOT 939 FM, KIKI 94 FM, and KINE 105.1 FM.

**Telephone:** In the event of an emergency, parents may call KS’ main switchboard at 808-842-8211 or toll-free at 1 (800) 842-IMUA. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

**Evacuation of students:** If students must be evacuated, school personnel will ensure that students are moved to a safe location. The following are evacuation centers by grade level:

**Grade Level**

<table>
<thead>
<tr>
<th>Grades 1–4</th>
<th>Evacuation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ke'ailažapowal Dining Hall</td>
<td></td>
</tr>
<tr>
<td>Grades 5–8</td>
<td>Kaeawe Gym-main floor</td>
</tr>
<tr>
<td>Grades 9–12</td>
<td>Kekūhaunui/o’ Gym-main floor</td>
</tr>
<tr>
<td>PAA</td>
<td>Ke’elikolani Auditorium</td>
</tr>
</tbody>
</table>

In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Kapalama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

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

If you have questions about the KS emergency response plan, call the Operations Support Division at 842-8260.

**Lost and Found**

Each Summer School Unit Office has a lost and found. Please label items, especially sweaters and jackets, with student's last name and first initial. Unclaimed items will be donated to the Association of Teachers and Parents' Thrift Shop in September.

**Medical Services**

KS provides medical services to grade 1 – 4 students at the Kālamaikōʻō Dispensary located on the second floor of the Kālamaikōʻō Building. The dispensary is open Monday through Friday from 7:00 a.m. to 4:00 p.m. and can be reached by calling 842-8650. Students in grades 5-8 are provided medical services at the Middle School Dispensary, located in the Keʻaʻiokū Building. The dispensary is open Monday through Friday from 7:00 a.m. to 12:00 p.m. and can be reached by call 843-3459. Medical services for high school students are available at Hale Ola. Hale Ola is staffed Monday through Friday from 6:30 a.m. to 4:00 p.m. and can be reached by call 842-8075.

A registered nurse and/or medical assistant are on duty at both dispensaries and Hale Ola. Students are seen on a first-come, first-served basis except in the cases of emergency. There is no charge to students who are seen at the dispensaries and Hale Ola.

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

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

- **Medical evaluation** is the process of being evaluated by the registered nurse, nurse practitioner, or medical director to determine health problems and to make recommendations for treatment.
- **First aid** is defined as minor medical care given to an individual who has been injured or becomes ill and is usually provided by a nurse.
- **Urgent/emergent care** is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc. The student is evaluated by a nurse, nurse practitioner or medical director.
- **In the event of a serious medical emergency, emergen- cy medical services personnel will transport the student to the nearest emergency medical facility.**

KS provides these medical services to students, but parents are ultimately responsible for the health of their children.

If a student is referred to an outside physician or facility by the dispensaries or Hale Ola, a referral letter will be provided to parents to be completed by the physician.
or facility. If the student does not have a referral letter, a private physician's restriction form is acceptable. A signed referral letter or physician's restriction form is required when the student returns to school. Kamehameha Schools 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

**Rest Area**

Students who become ill or are injured during the school day should obtain a pass from their teacher and check in at one of the dispensaries or Hale Ola. Each location has a limited number of beds for students to rest on until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

**Medication Administration**

All prescription and over the counter medications that must be taken during school hours must be delivered to the dispensaries/dispensaries or Hale Ola accompanied by a signed Request for Administration of Medication (RAM) form. This form is available at the dispensaries or Hale Ola and must be completed by parents and the prescribing physician and approved by the medical director. All medication should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, and dosage of the medication and frequency to be given. If the medication(s) need to be given by KS medical staff this should be noted on the RAM form.

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).
- The student will not share any medication(s) with other students.

**Contacting Parents**

In cases of emergency or if a child needs to be picked up from school, the dispensaries or Hale Ola 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 for elementary and middle school students. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- A temperature of 100.5°F or above for high school students. 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 main office immediately of a change of address or phone number. Call 842-8765.

### Health Records

KS 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 dispensary or Hale Ola. It also contains a signed Permission for Medical Treatment and Release form which enables the either location to ensure that students receive medical care from providers who participate in their health plans. Parents are responsible for informing the dispensaries or Hale Ola of changes in student health record information immediately by calling the Kalanimōkū Dispensary at 842-8606, Kaʻōleioki Dispensary at 843-3459 or Hale Ola at 842-8075.

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

### Student Accident Insurance

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

Kamehameha Schools requires students to be insured if they wish to participate in athletics.

### Bus Transportation

Kamehameha Schools provides bus transportation to and from the Kāpālama campus for students living in rural and outlying areas of the island. Shuttle busses transport students between the bus terminal and campuses both before and after school. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

### Fees

The cost of bus service for each child for the 2013 Summer School program is $150.00 (round trip) or $75.00 (one way). The bus service fee is NON-REFUNDABLE. Cost for transportation is subject to change.

### Bus Tickets

Bus tickets are mailed with student schedules approximately seven (7) days before the start of the summer session. Students must bring their bus ticket to school each day. Lost tickets must be replaced and reissued the following school day. A $10.00 fee will be collected for each reissued bus ticket.

### Drop-off and Pick-up from Bus Sites

Parents are asked for their kokua 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.

### Transportation Changes

**Cancelling Bus Service**

Parents who wish to withdraw their children from the bus program must notify the Main Summer School Office in writing. Please call 842-8765 for more information.

**Changes in Plans**

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the Summer School Office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call to 842-8765 by 11:00 a.m. is also satisfactory. If parental notification is not received, transportation arrangements for a child may not be changed.

Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

### Bus Passenger Code

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

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

1. Before boarding the bus students shall:
   a. Use the restroom. The bus will not make restroom stops enroute.
   b. Be on time at the designated school bus stop to help keep the bus on schedule.
   c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or 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.
3. After leaving the bus students shall:
   a. Keep heads and/or hands inside the bus at all times. 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. Do not throw ANYTHING out of the bus window.
   h. Remain properly seated while the bus is in motion.
   i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
   j. Do 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.

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.
   c. The driver may assign students seats on the bus, if necessary.
   d. Students may not bring GUESTS OR FRIENDS on the bus.

Lost and Found Items
Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the main summer school office in Kalanimoku 411. Unclaimed items will be taken to the thrift shop at the terminal or discarded in September.

Corrective Action
KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern form to students who misbehave to the KS/SS Assistant Coordinator. School administrators may terminate a student’s bus service if the behavior continues.

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.