

Kamehameha Schools  
**HIGH SCHOOL**

2012-2013  
Student & Parent Handbook



## ***CAMPUS CONTACT INFORMATION***

Kamehameha Schools Kapālama High School  
210 Konia Circle, Honolulu, Hawai'i 96817  
Office hours: 7:00 a.m. to 4:00 p.m., M-F

Main campus phone line: (808) 842-8211

### ***Campus Office***

Principal Julian K. Ako  
842-8350  
Assistant Principal Amy Kimura  
842-8980

### ***Unit 9-10 Office***

Vice Principal Hailama Farden  
842-8265  
Attendance: 842-8264  
Office: 842-8751

### ***Unit 11-12 Office***

Vice Principal Renee Martin  
842-8982  
Attendance: 842-8399  
Office: 842-8982

### ***Counseling Services***

#### ***Unit 9-10 - Bishop Counseling Center***

##### Grade 9

Kathilyn Shelby	A-Ki	842-8432
Aonani Ahakuelo-Chernisky	Kl-Z	843-3492
Edward Lapsley, Outreach Counselor		842-8335

##### Grade 10

Michael Fuller	A-K	842-8465
Alvina Lopez	L-Z	842-8480
Mina Casey-Pang, Outreach Counselor		842-8933

### ***Counseling Services***

#### ***Unit 11-12 - Haleakalā Counseling Center***

##### Grade 11

Carolyn Ho	A-Kea	842-8583
Vince Occhipinti	Kei-Z	843-3371
Cyr Pakele, Outreach Counselor		842-8934

##### Grade 12

Bernie Silva	A-K	842-8520
Larry Lee	L-Z	842-8580
Samantha LandrySmith, Outreach Counselor		842-8335

### ***College Services***

#### ***Haleakalā Counseling Center***

Kathryn Kekaulike	Gr. 11	A-Ka	842-8900
	Gr. 12	A-Ka	
TBA	Gr. 11	Ke-Z	842-8254
	Gr. 12	Ke-Z	

### ***Learning Support Coordinators***

Shayna Ashley, Grades 11 & 12	842-8649
Lynette Lukela, Grades 9 & 10	843-3341

### ***Other Important Telephone Numbers***

'Akahi Student Center	842-8531	Midkiff Learning Center	842-8338
Alumni Coordinator	842-8445	Parent Coordinator	842-8444
Association of Teachers & Parents	842-8444	Performing Arts Department	842-8356
Athletic Office	842-8361, 8390	School Store	842-8991
Boarding Office	842-8273	Security	842-8320
Cashier's Office	842-8309	Special Events	842-8495
Financial Aid	534-8080	Student Support Center	842-8867
Hale Ola (Infirmary)	842-8075	Summer Programs	842-8322
Kekūhaupī'o	842-8437	Transportation	842-8329

*For more information on Kamehameha Schools campuses and programs, visit the KS Web site at [www.ksbe.edu](http://www.ksbe.edu)*

or call our toll-free phone number: 1-800-842-IMUA.



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

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KAMEHAMEHA SCHOOLS KAPĀLAMA  
HIGH SCHOOL ADMINISTRATION



Earl T. Kim  
*Headmaster*



Julian K. Ako  
*Principal*



Amy Kimura  
*Assistant Principal*



Hailama Farden  
*Vice Principal 9-10*



Renee Martin  
*Vice Principal 11-12*

D. Puanani Higa, Ph.D., Coordinator of Curriculum & Instruction  
Cheryl Yamamoto, Dean of Student Activities  
Alyssa Braffith, Dean of Student Support Services  
Charmain Wong, Director of Boarding  
Athletic Director – Glennie Adams

**Department Heads**

M. Ka'imipono Kaiwi, English  
Ke'ala Kwan, Languages  
Gail Fujimoto, Learning Centers  
Jaime Apo, Mathematics  
Erin Regua, Performing Arts/Special Events  
Donald Metzger, Physical Education/Health

Christopher Blake, Science  
S. Kapua Akiu-Wilcox, Social Studies  
Laura Noguchi, Speech  
Mike Massad, Technology and Business  
Donald Harvey, Visual Arts

**Student Support Services**

D. Kale Kau`i, Character Education

'Tiare Ahu, Student Support Center



# STATEMENT ON THE HANDBOOK

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

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

## Parent Acknowledgement Form

KAMEHAMEHA SCHOOLS KAPĀLAMA  
HIGH SCHOOL  
2011 – 2012  
**PARENT ACKNOWLEDGEMENT**

I/We acknowledge that I/we have received a copy of the 2011-2012 Student and Parent Handbook and I/we have read, fully understand and support the Handbook.

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

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

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

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

I/We also acknowledge that I/we will fully comply with all rules, policies, and guidelines contained in the summer school Student and Parent Handbook if my/our child(ren) is enrolled in Summer School for the 2010 school year.

Print Student Name \_\_\_\_\_ Student ID number \_\_\_\_\_

Print Parent/Legal Guardian Name \_\_\_\_\_ Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Legal Guardian Name \_\_\_\_\_ Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign this form and return it to Kamehameha Schools, Kapālama High School on the self-addressed envelope before July 22, 2011. If this Parent Acknowledgement form is not signed and returned to us your child will not be able to receive his/her class schedule until the form is returned to the school.

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the 2012-2013 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Kapālama High School office in the enclosed self-addressed envelope before **July 16, 2012**

## 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.

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

Therefore, Kamehameha Schools program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

# SUPPORTING YOUR CHILD'S EDUCATION

## *Your role as a parent*

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

### Enforce school rules

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

### Support regular attendance

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

### Take an active interest in your child's learning

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

### Monitor your child's progress

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

### Communicate

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

### Keep informed

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

### Support school activities

Show support for your child's involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent booster clubs, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities.

## *KS Connect*

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

- Student grades
- Homework assignments
- Report card information
- School transcripts
- Daily school bulletin

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

## *School support opportunities*

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

### **Association of Teachers and Parents**

The Kamehameha Schools Association of Teachers & Parents (ATP) is a non-profit organization comprised of Kamehameha Schools parents, teachers, administrators and staff. Its objectives are to:

- Support the academic and social activities of the school
- Bring together parents, legal guardians, sponsors, teachers, administrators and staff
- Encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school

Three councils are chartered to discuss programs, activities and concerns relating to their respective grade levels. Parent representatives from each grade level interact with the school administrators and staff to provide feedback on educational, social and facility-related issues.

The ATP raises funds through membership dues and fundraising projects such as its annual Ho'olaule'a. All proceeds are used to provide enrichment grants for students in grades K-12, to supplement the ATP operating budget, and to host programs and projects. For more information, contact KS Parent Unit Coordinator Mervlyn Kitashima at 842-8444.

### **Parents & Alumni Relations Office**

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

The Parent Unit of PAR works closely with parents, neighbor island families and the Association of Teachers and Parents (ATP). Programs provided by PAR's Parent Unit include: family forums and workshops, family summits, book fair(s), parent volunteer opportunities and the KS Thrift Shop. PAR also supports the annual ATP Ho'olaule'a.

The Alumni Unit of PAR works closely with alumni and the KS Alumni Association (KSAA). Programs provided by the Alumni Unit include: the alumni speaker's bureau, the KS Campus

College Fair, the College Host Family Network, and Alumni Week. Communication to parents and alumni is done quarterly via *KS' Nā Mākuā* and *IMUA* publications.

For more information visit [www.ksbealumni.org](http://www.ksbealumni.org) or contact the following KS Parents & Alumni Relations staffers:

Mervlyn Kitashima	Parent Coordinator	842-8444
Hawley Cappel	Parent Volunteer Specialist	842-8659
Geraldine Johansen	Alumni Coordinator	842-8680

### ***Community resource centers***

Kamehameha Schools Regional Resource Centers provide information and support for the schools in their respective communities. Students or parents needing information or material on school programs, activities, admissions, counseling conferences or community education services may call the following individuals:

#### **East Hawai'i Regional Resource Center**

Noelani Ho'opai, Manager  
160B Kea'a Street  
Hilo, HI 96720  
Phone: (Bus.) 935-0116 (Res.) 935-5981  
Fax: 961-6134

#### **West Hawai'i Regional Resource Center**

Lehua Kaulukukui, Manager  
78-6831 Ali'i Drive, Suite 239  
Kailua-Kona, HI 96740  
Phone: (Bus.) 322-5400 (Res.) 883-9273  
Fax: 322-1865

#### **Kaua'i Regional Resource Center**

Coty "Buffy" Ofisa, Manager  
2970 Halekō Road, Room 101  
Līhu'e, HI 96766  
Phone: (Bus.) 245-8070 (Res.) 828-1969  
Fax: 246-4617

#### **Moloka'i Regional Resource Center**

Ron Kimball, Manager  
P. O. Box 1047  
Kaunakakai, HI 96748  
Phone: (Bus.) 553-3673 (Res.) 553-3530  
Fax: 553-9801

**O'ahu Regional Resource Center**

Bobbie Tom, Manager

Kawaiaha'o Plaza

567 South King St., Suite 301

Honolulu, HI 96813

Phone: (Bus.) 534-3994 (Cell) 630-0656

Fax: 523-6255



# STUDENT EXPECTATIONS

To provide a positive educational experience for your child, we must create a safe, orderly environment in which individuals show respect for one another. To achieve this, we hold students responsible for their behavior both in and out of the classroom. This section will familiarize you with the learning and behavioral expectations we have of our students.

## *School-wide behavioral expectations*

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

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

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

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

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

## *Student code of conduct*

The high school code of conduct – *Kū I Nā Lula Maika'i* – was developed by the students of KS Kapālama's award-winning Character Education Summer Ethics Institute. It incorporates the values embodied by *Ke Ali'i Pauahi* and is a means for the students to guide one another toward academic and personal excellence.

### **Kū I Nā Lula Maika'i:**

- We understand, believe, and behave in a manner that represents our Hawaiian values and demonstrates good character.
- We uphold our core ethical values that include caring (*mālama*), respect (*hō'ihi*), responsibility (*kuleana*), integrity (*na'au pono*), and honesty (*'oia 'i'o*).
- We responsibly (*kuleana*) take an active part in our learning process and do not cheat on homework assignments and tests.
- We respectfully (*hō'ihi*) value individual differences. We willingly *kōkua* when needed regardless of race, color or religion.
- We recycle as a part of our caring (*mālama*) for our environment. Graffiti and trash are not acceptable.
- We appreciate our resources and use them wisely by conserving and not wasting.
- We abide by these expectations with integrity (*na'au pono*) in order to honor *Ke Ali'i Pauahi* and perpetuate our Hawaiian culture.
- We are accountable for our actions and mindful of the privilege we have to educate ourselves. Our education and good character are vital in preparing us to serve both the Hawaiian community and the world.



## OUR ACADEMIC PROGRAM

The mission of Kamehameha Schools is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Princess Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women. Students are required to adhere to all requirements of the Kamehameha Schools academic program, including but not limited to participation in Christian education and attendance at chapel; Hawaiian cultural and languages studies, including oli and mele performance; Song Contest and attendance at Founder’s Day events.

### *Graduation requirements*

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

Credit course	Credits	Must be taken in:
English	4	All four years
Speech	1	.5 credit in grade 9 or 10 .5 credit in grade 11 or 12
Mathematics	3	Any three years
Science	3	Any three years
Social Studies		
• Hawaiian Culture	.5	Grade 9
• World History	1	Grade 10
• U.S. History	1	Grade 11
• Hawaiian History	.5	Grade 11 or 12
• Economics	.5	Grade 11 or 12
Language	2	Any two years. Must be in same language
Performing Arts	.5	Any semester
Physical Education	1.5	One credit in grade 9 / Two credits in grade 10
Health	.5	Grade 9 or 10
Visual Arts	.5	Any semester
Non-credit course	Must be taken in:	
Christian Education	Grades 9-12, one quarter each Grades 9-12, devotionals as scheduled	
Guidance	Grades 9-12. Six to eight meetings each year	
Aerobics Maintenance / Proficiency	Grades 11 and 12 one day per week	
Swimming Proficiency	Required for graduation	
School Service	Grade 10, one quarter / Grade 11, one quarter	
Special Events	Rehearsals and events as scheduled	
Senior Service Project	Grade 12 project as scheduled	

Credit values changes effective 2012 – 2013 school year.

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

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

### ***Course registration***

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

**Solid course requirement:** Solid courses – English, math, science, social studies, speech and languages – must be taken during designated school years. Students are required to enroll in a minimum of six solid courses in grades 9 and 10 and seven solid courses in grades 11 and 12.

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

**Dropping courses:** Requests to drop classes after the first week of the semester will be considered on an individual basis. Consequences may include receiving an "F" grade for the course during the semester during which it is dropped.

***Non-KS summer school courses*** Students are allowed to enroll in a summer school program outside of the KS system. If there is any question if a specific course will be accepted by the High School please check with the counselor.

### ***Class schedules***

Homeroom periods provide a home base for meetings concerning school business and for discussions of general student interest. Homeroom teachers chaperone students at assemblies, class picnics and other special events.

In addition to homeroom, students are required to attend all their classes and required activities. See page 60 for the high school bell schedule.



## ***Study & activity periods***

Study and activity periods are excellent times for students to see their teachers for help with completing assignments or make-up work. The following activities also take place during these unscheduled periods:

### **Study help**

Students who need help with their school work can make arrangements for study-help sessions with their teachers. Sessions usually take place during unscheduled periods, but can also be arranged before school or during teacher preparation periods. Teachers may require attendance of study-help sessions to help improve a student's academic performance. Detention will be assigned for missing required study-help sessions.

### **Study hall**

All grade 9 students are assigned to study hall for the first semester. Students on academic probation are required to attend study hall during their unscheduled period for the following quarter.

## ***Field trips***

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

- When a field trip is planned, students are responsible for obtaining permission to attend from teachers whose classes will be missed.
- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.
- When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he/she plans to attend.
- Regular school attire must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into regular school attire when they return to campus.
- Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

## ***Special events***

### **Founder's Day**

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

### **Song Contest**

Each March, high school students take part in a time-honored Kamehameha tradition known as Song Contest. The objectives of the competition are to perpetuate music as a vital part of the Hawaiian culture; to develop leadership, cooperation and good class spirit; and to teach students how to use singing as a means of expression. The contest features a different theme each year. Classes perform songs that embrace the theme under the direction of student song leaders. Auditions for song leaders are held each spring. Trophies are presented to the winners in six categories.

### **Baccalaureate**

Baccalaureate – a service for graduating seniors – has been a Kamehameha tradition since the school’s first graduating class in 1891. The service is held at Kawaiaha’o Church.

### **Commencement**

This event for graduating seniors is held at Neal Blaisdell Center Arena. Diplomas are awarded to seniors who have completed all Kamehameha graduation requirements.

### ***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.

### ***Grades***

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

### **The Honors Program**

The Honors Program offers a curriculum of intensive study for strongly motivated high-ability students. Two types of courses are included in the program:

- Honors courses are designed to challenge the most academically capable students.
- Advanced Placement (AP) courses are college-level courses that prepare students for advanced placement exams and may earn them credit at participating colleges and universities.

For more information about our Honors Program please see our Catalog of Courses, page 17.

Honors and Advanced Placement (AP) courses are rigorous, and expectations for students enrolled in them are high. As a result, course grades, which determine student GPA and class rank, are weighted differently than in the regular program. The following letter grades are embraced throughout the high school:

LETTER GRADE	REGULAR COURSE	HONORS COURSE	A.P. COURSE	RANGE IN PERCENTAGES
A	4.0	4.5	5.0	93-100%
A-	3.7	4.2	4.7	90-92%
B+	3.3	3.8	4.3	87-89%
B	3.0	3.5	4.0	83-86%
B-	2.7	3.2	3.7	80-82%
C+	2.3	2.8	3.3	77-79%
C	2.0	2.5	3.0	73-76%
C-	1.7	2.2	2.7	70-72%
D+	1.3	1.3	1.3	67-69%
D	1.0	1.0	1.0	63-66%
D-	0.7	0.7	0.7	60-62%
F	0.0	0.0	0.0	0-59%

### ***Report cards***

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

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

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

### **Incompletes**

An “incomplete” or grade I is given to a student who has not completed all assignments in a class. The student has the first two weeks of the following quarter to complete all necessary work. Any further extension of time must be agreed upon by the teacher, student and administrators. Incomplete grades are not given for the last grading period of the school year.

### **F, W or NC Grades**

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

### **Grade Point Average**

Semester grade point averages are reflected on student report cards. They are used to determine class rank, the honor roll and principal's list. Summer school grades from accredited high schools are included in the cumulative GPA.

### **Honor roll & the principal's list**

Students are placed on the school's honor roll if they complete a full course load with a semester GPA of 3.50 to 3.99. They are placed on the principal's list if they achieve a semester GPA of 4.00 or higher.

### ***Progress reports***

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

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

### ***Celebrating student achievement***

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

#### **Student recognition program**

The following quarterly awards celebrate students who have earned high levels of academic achievement, shown marked improvement in their academic performance, and demonstrated good behavior.

- Gold Award – A quarter GPA of 3.5 or higher.
- Silver Award – An improvement of 0.3 or more in a quarter GPA over that of the previous grading period.
- Blue Award – Perfect attendance for the quarter in all classes (excluding absences for school-sponsored activities).

Students who qualify for more than one of the above awards will receive one award. Those on conduct probation, or who have received a detention during the quarter are not eligible to receive an award.

#### **Academic awards**

Merit-based academic awards and scholarships are presented to students at year-end ceremonies. A selection committee comprised of administrators, teachers, and counselors select recipients.



### ***Grade promotion***

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

### ***Academic probation***

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

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

- Students on academic probation will be required to attend study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated and monitored to review progress.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be asked to leave Kamehameha Schools.
- Students on academic probation may not represent the school in athletic events or co-curricular activities. See "Student activity ineligibility" section on page 29.

### ***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 teachers first. You may also contact your child's grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the teacher's department head, vice principal or principal.

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

## DAY-TO-DAY STUDENT LIFE

### *School hours & attendance*

Students are expected to be on campus during the entire school day from 7:30 a.m. until 3:30 p.m. Students are to remain on campus even if the student has a free period. They may leave campus at the end of the last period of the day or required activity if they are not taking part in activities or engaged in study help. See page 27 for the high school bell schedule. The daily schedule may be modified to accommodate special school events. Information on schedule changes is communicated to students through a daily school bulletin, homeroom announcements, and a weekly calendar.

### *Identification cards*

Students are required to wear their Kamehameha identification cards on a lanyard or clip at all times while on campus, and should promptly and courteously present their IDs when asked to do so by a staff member. Student IDs are required for admission to all school-sponsored events including athletic competitions and dances. They are also required to check out books and other media from Midkiff Learning Center.

If an ID is lost or stolen, a new one may be obtained at the 'Akahi Student Center. A \$10 fee will be charged for the replacement. Replacement lanyards are also available for purchase. If a lost card is found after a replacement has been made, present both the lost and replacement cards to the 'Akahi Student Center staff. The replacement card will be collected and a \$10 credit will be processed. The deadline to return extra ID cards to receive credit will be announced each year.

ID cards that are defaced, broken or changed in any way, must be replaced.

### *Dress code & appearance*

Kamehameha Schools enforces a student dress code. Students are required to wear uniforms every day from arrival on campus to 3:30 p.m.

Students who are inappropriately dressed or groomed will be suspended to the school office until they comply with the dress code. Students will receive two hours of detention plus two additional hours of detention for every period of the school day that they are not in compliance. Vice principals make the final decisions on dress code matters which cannot be appealed.

*Following are the dress and appearance guidelines enforced on campus:*

<b>YOUNG MEN</b>	
Acceptable	NOT ACCEPTABLE
<p><b>Appearance</b> Hair should be conventionally cut, clean, and neatly groomed. Faces should be clean-shaven.</p> <p><b>Everyday attire:</b></p> <ul style="list-style-type: none"> <li>• Polo shirt – Navy blue, royal blue, sky blue or white purchased from Mills retail store.</li> <li>• KS aloha-print shirt purchased from Mills retail store.</li> <li>• Pants – Navy blue or khaki pleated pants without cuffs purchased from Mills retail store.</li> <li>• Walking shorts – Navy blue or khaki flat-front shorts without cuffs purchased from Mills retail store.</li> <li>• Covered shoes must be worn</li> </ul> <p><b>Physical education uniforms:</b> Students are required to wear P.E. shirts and shorts available for purchase at the Kapālama School Store.</p> <p><b>Special event attire:</b></p> <ul style="list-style-type: none"> <li>• Shirt – White, long-sleeved KS aloha-print shirt purchased from Mills retail store</li> <li>• Pants – White, pleated dress pants without cuffs purchased from Mills retail store</li> <li>• Blue sash</li> <li>• White, dress, leather shoes (no open-weave or athletic shoes). Suggested Web sites for shoe-shopping: <a href="http://westernband.com">westernband.com</a> and <a href="http://zappos.com">zappos.com</a>.</li> <li>• White, full-length socks</li> </ul> <p><b>Outerwear and accessories:</b></p> <ul style="list-style-type: none"> <li>• Sweatshirts and jackets</li> <li>• Hats and sunglasses may be worn but must be removed when indoors.</li> </ul>	<p><b>Appearance</b></p> <ul style="list-style-type: none"> <li>• Beards or moustaches</li> <li>• Unconventional hairstyles including razor patterns</li> <li>• Dyed or bleached hair or highlights outside the range of a student’s naturally colored hair</li> <li>• Hair that covers the eyebrows, falls below the earlobe or touches the top of the shirt collar</li> <li>• Sideburns that are flared or longer than the bottom of the ear lobe</li> <li>• Visible body piercings</li> </ul> <p><b>Attire:</b></p> <ul style="list-style-type: none"> <li>• Ill-fitting uniform garments</li> <li>• Visible undergarments, including undershirts</li> <li>• Ragged, torn, ink-marked or dirty uniform garments</li> <li>• Long-sleeved garments worn under uniform shirts</li> <li>• Sandals, slippers, or open-backed shoes</li> </ul> <p><b>Outerwear and accessories:</b></p> <ul style="list-style-type: none"> <li>• Outerwear and hats with messages or caricatures in poor taste</li> <li>• Long-sleeved shirts (e.g. dress and flannel shirts) and T-shirts worn as outerwear</li> <li>• Bandannas</li> <li>• Earrings</li> </ul>

## YOUNG WOMEN

Acceptable	NOT ACCEPTABLE
<p><b>Appearance</b> Hair should be conventionally cut, clean, and neatly groomed. Natural-looking make-up is acceptable.</p> <p><b>Everyday attire:</b></p> <ul style="list-style-type: none"> <li>• Polo shirt – Navy blue, royal blue, sky blue or white purchased from Mills retail store.</li> <li>• KS aloha print dress purchased from Mills retail store.</li> <li>• Pants – Navy blue or khaki stretch-flare pants purchased from Mills retail store</li> <li>• Skirt – Navy blue four-pleat skirt</li> <li>• Bermuda shorts – Navy blue or khaki pleated/cuffed shorts or flat-front shorts purchased from Mills retail store</li> <li>• Dresses, shorts and skirts must fall at the knee</li> <li>• Covered shoes must be worn.</li> </ul> <p><b>Physical education uniforms:</b> Students are required to wear P.E. shirts and shorts available for purchase at the Kapālama School Store.</p> <p><b>Special event attire:</b></p> <ul style="list-style-type: none"> <li>• White, floor-length KS aloha print mu‘umu‘u purchased from Mills retail store.</li> <li>• White, low-heeled pumps</li> </ul> <p><b>Outerwear and accessories:</b></p> <ul style="list-style-type: none"> <li>• Sweatshirts and jackets.</li> <li>• Hats and sunglasses may be worn but must be removed when indoors</li> </ul>	<p><b>Appearance</b></p> <ul style="list-style-type: none"> <li>• Unconventional hairstyles including razor patterns</li> <li>• Dyed or bleached hair or highlights outside the range of a student’s naturally colored hair</li> <li>• Visible body piercings other than on ears</li> </ul> <p><b>Attire:</b></p> <ul style="list-style-type: none"> <li>• Ill-fitting uniform garments</li> <li>• Visible undergarments, including undershirts</li> <li>• Ragged, torn, ink-marked or dirty uniform garments</li> <li>• Long-sleeved garments worn under uniform shirts</li> <li>• Shorts rolled up at the waistband or leg openings</li> <li>• Skirts or pants rolled up at the waistband</li> <li>• Sweat pants, pants or leggings worn under dresses or skirts</li> <li>• Bathing suit tops as undergarments</li> <li>• Spiked heels, sandals, slippers, or open-backed shoes</li> </ul> <p><b>Outerwear and accessories:</b></p> <ul style="list-style-type: none"> <li>• Outerwear and hats with messages or caricatures in poor taste</li> <li>• Long-sleeved shirts (e.g. dress and flannel shirts) and T-shirts worn as outerwear</li> <li>• Bandannas</li> </ul>

### ***Purchasing uniforms***

Mills Uniforms is the exclusive vendor for all daily-wear Kamehameha Schools uniforms. All uniform apparel must be bought from Mills with no exceptions. You may purchase uniforms online at [www.millswear.com](http://www.millswear.com) or by phone at 1-866-645-5944 (toll-free). Please reference the Kamehameha's school code – 747.

You may also purchase uniforms at the company's Honolulu retail store from mid-July through August. The store is located at Dole Cannery, 650 Iwilei Road, Suite 180. For business hours and other details, visit the KS uniform Web page at [www.ksbe.edu/uniforms](http://www.ksbe.edu/uniforms).

Gently used uniforms may be purchased at KS' Association for Teachers and Parents (ATP) Thrift Shop located in our school bus terminal facility at 604 Kapālama Street. Thrift store hours are Wednesdays from 10:00 a.m. – 1:00 p.m. For details, please call the store at 842-8675, or Hawley Cappo at the KS Parents and Alumni Office at 842-8659.

### ***In the dining hall***

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

#### **Dining hall etiquette**

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

#### **Special diets**

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

# ABSENCES, LEAVES & TARDINESS

## *Absences*

Absence from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Please follow the appropriate procedure when the absence occurs:

### **Absences due to illness or injury**

#### Phone call

Please call the unit office attendance line at 842-8264 (grades 9-10) or 842-8399 (grades 11-12) before 9:00 a.m. on the day of the absence and for each additional day your child is absent. Be prepared to give your child's name, room number, and reason for absence. Please let the office staff know if you anticipate an extended absence.

#### Returning to school

On return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence. After an absence of five or more consecutive days, your child must be readmitted into school through the Hale Ola Dispensary (phone 842-8075). Please submit to the medical services staff a written statement from his/her doctor which notes:

- The illness
- The treatment
- Directions for follow-up
- Directions for activities such as physical education

Students returning to school with medical restrictions of any kind must also be readmitted through the Hale Ola Dispensary, regardless of the number of days absent.

#### Communicable diseases

If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to the medical services staff at Hale Ola, before your child may return to school.

### **Anticipated absences**

If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the school office no less than seven working days prior to the date of the absence. The vice principal reviews all absence requests. If approved, the absence is considered excused. Students are responsible to follow-up with his/her instructors to meet coursework expectations such as deadlines, make-up work, etc. for excused absences.

In the event the request is denied, the absence shall be considered unexcused.

Teachers are not required to provide make-up work, tests (including final exams) or tutoring due to students' unexcused absences.

### Medical appointments

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

### Family vacations

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

### College visits

Students will be allowed three days for college visits during their high school career. A written request should be submitted by the student's parents to the vice principal at least two weeks before the visit.

### Funerals

Parents must notify the office of any absence to attend the funeral of a close relative. Students may request an excused absence to attend the funeral, however students who are in poor academic standing or who have attendance problems may be denied an excused absence.

### Off-campus pass

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

### **Absence examples**

<b>Excused absences</b>	<b>Unexcused absences</b>
<ul style="list-style-type: none"><li>• Illness or injury</li><li>• Emergency medical appointment</li><li>• Death or life-threatening situation in immediate family</li><li>• Non-emergency medical/dental appointments approved by the principal</li><li>• Specific event as subsequently authorized by the principal</li><li>• Educational testing recommended by counselor / teacher</li></ul>	<ul style="list-style-type: none"><li>• Absences not confirmed by a phone call or written note from parent</li><li>• Non-emergency medical/dental appointments not approved by the principal</li><li>• Specific event unauthorized/unapproved by the vice principal</li><li>• Non-school activity during the school day</li><li>• Time spent waiting for a counselor without an appointment</li><li>• Family vacations</li><li>• Job Interviews</li><li>• Work</li><li>• Running errands</li><li>• Driving test and/or lessons</li><li>• Parent / student thought school not in session</li><li>• Cutting classes or a required activity</li><li>• Truancy</li><li>• Missed bus, traffic, car trouble</li><li>• Overslept</li></ul>

Any unexcused absence is considered a serious violation of school rules and will affect a student's quarter grade(s) in the class(es) missed. The first unexcused absence will result in the reduction of one letter grade. And an additional letter grade for the second unexcused absence. A third unexcused absence will result in an "F" grade for the quarter in which it occurs. Four unexcused absences will cause the student to fail for the semester in the particular class.

### ***Leaves of absence***

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

#### Educational & personal leaves

Examples of such leaves include those to address:

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

#### Student exchange & enrichment leaves

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

#### Returning to school

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

### ***Tardiness***

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:35 a.m. Students who arrive after 7:35 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

### ***Excessive absence or tardiness***

Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's educational progress. In cases of excessive, illness-related absences, the school will contact parents for a conference. The following guidelines apply to excessive, unexcused absences and tardiness:

#### **Absences**

- A student's quarter grade in the class(es) missed will be reduced by one letter grade for the first unexcused absence and by an additional letter grade for a second unexcused absence.
- A third unexcused absence will result in a grade F for the quarter in which it occurs.
- Students will fail for the semester for four unexcused absences in a particular class.



- Consequences for students with more than 10 absences in a single semester may include not earning credit for the semester or being released from Kamehameha Schools.

### **Tardies**

After the third tardy, detention will be assigned by the teacher and/or respective unit office. Chronic tardiness will result in further disciplinary action.

### ***Make-up work***

#### **Excused absence**

- Homework must be requested by 9 a.m. and picked up at the high school office by 4 p.m. Students may make prior arrangements for a sibling or friend to bring work home.
- Homework not picked up for two consecutive requests will result in the loss of the privilege of requesting homework when absent.
- It is a student's responsibility to arrange make-up of missed assignments due to absence by the required deadline. Other ways to request homework assignments include: visiting the faculty Web site or blog, e-mailing or calling the teacher directly, or calling a classmate for homework assignments.
- If absence is for one day only, homework can be retrieved the next day.

#### **Unexcused absence**

- Teachers will not prepare homework or other assignments in advance for unexcused absences.
- Students are not allowed to make-up work or tests on days when they have an unexcused absence. These assignments will be recorded as a "zero" and may affect the student's final quarterly grade.

## STUDENT ACTIVITIES

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

### *Student government*

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

Each student pays annual ASKS and class dues of \$85 which are included in tuition and fees. These dues are deposited in the ASKS and class treasury accounts and are used for student-related activities such as dances and assemblies. The student council appropriates these funds.

Students seeking to run for student government offices must:

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

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

### *Special-interest clubs*

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

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

### *Athletics*

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports ranging from football to golf, for a total of nearly 30 student sports. The interscholastic program strives to promote the development of a students' highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, team work and commitment. For more information on our athletic program, call the Athletics Department.

### **Admission to athletic events**

Each Kamehameha student is entitled to admission to all regular Kamehameha Interscholastic

League of Honolulu (ILH) athletic events when he or she presents a valid Kamehameha ID card at the gate.

### ***Dances***

ASKS sponsors dances. Appropriate casual attire, as outlined in the Daily Bulletin is expected. Students should arrive at a dance on time.

### ***Fundraising for student activities***

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact the Dean of Student Activities coordinator at 842-8531.

### ***Use of the KS name & the I Mua Warrior logo***

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

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



KAMEHAMEHA SCHOOLS®

## ***Student activity ineligibility***

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

- **Co-Curricular activities** – Those activities that occur after school hours but are part of a regular school class. For example, drama productions, band, orchestra and Concert Glee public performances, speech and debate competitions.
- **Extra-curricular activities** – Those occurring after school hours, (for example athletics)
- **Honorary activities** – Events that place students in positions of honor, some of which may be elected, for example, Song Contest director, Song Contest speaker, Hō`ike participant, Student Government (ASKS), and Deputation Team.

### **Ineligibility due to *conduct* probation**

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

### **Ineligibility due to *academic* probation**

Students with a grade F or two or more grade D's on a quarterly report card or who have a GPA below 2.0 are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received. The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during 1<sup>st</sup> – 3<sup>rd</sup> quarters: The ineligibility period starts after grades are posted through a minimum two-week period. Beginning with the third week, to include school breaks and holidays, students may be active again if written clearance from the vice principal is obtained. Students may continue to practice with their teams or groups during the ineligibility period.
- Ineligibility based on grades from 4<sup>th</sup> quarter: Students with an F grade, two or more D grades, or a GPA below 2.0 during the fourth quarter will be ineligible for at least the first two weeks of the next school year. Beginning with the third week, the student may become active if written clearance is obtained from the vice principal. This guideline includes new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period.
- Students with two or more F grades: These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again if written clearance is obtained from the vice principal.

### **Academic ineligibility dates 2012-2013**

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

Please note that the ineligibility period is during the quarter following the quarter in which the grades were received.

Students with one "F" grade or two or more "D" grades or a GPA below 2.0 for the quarter may practice but cannot compete or perform during the dates shown below.

	Ineligibility begins	With administrative clearance, may resume student activities on:
1 <sup>st</sup> Qtr.	August 9, 2012	August 23, 2012
2 <sup>nd</sup> Qtr.	October 16, 2012	October 30, 2012
3 <sup>rd</sup> Qtr.	January 14, 2013	January 28, 2013
4 <sup>th</sup> Qtr.	March 26, 2013	April 9, 2013

Students with two or more "F" grades for the quarter can neither practice nor compete/perform during the dates shown below.

	Ineligibility begins	With administrative clearance, may resume student activities on:
1 <sup>st</sup> Qtr.	August 9, 2012	September 6, 2012
2 <sup>nd</sup> Qtr.	October 16, 2012	November 13, 2012
3 <sup>rd</sup> Qtr.	January 14, 2013	February 11, 2013
4 <sup>th</sup> Qtr.	March 26, 2013	April 23, 2013

*Administrative clearance to resume participation in student activities does not remove the student from conduct or academic probation.*

## Ka Loina Lawena Pono - A Commitment to Appropriate Conduct

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.

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.

### STUDENT DISCIPLINE

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 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
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.) during school hours
- Public display of affection
- Card playing and/or trading
- 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

## 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
- 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 options
- Detention
- Loss of participation in co-curricular activities
- 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, 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:

- Unmodified Level 1 and/or Level 2 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

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

- Detention
- Conduct probation
- Suspension
- In school restriction
- School counseling
- Outside counseling
- Financial restitution
- On campus work assignment
- Community service
- Release from school

#### **Level 4**

*Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, 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 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, seven days a week. To contact the campus security office, call 842-8320.

### ***Security at the main gate***

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call 842-8680 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

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.

### ***Reporting school infractions & unlawful activity***

If you or your child witness a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to the vice 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 vice principal'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 campus areas:

#### **During school hours:**

- Elementary and middle school campuses
- Classroom lanai areas except for "passing" time between classes
- Dormitories
- Auditorium when not in use

- Lawns of upper campus dormitories and Dorm Circle
- Parking lots and student cars
- Tennis courts

**At all times:**

- Areas where construction or renovation is in progress
- Forest areas
- Physical Plant area
- Access roads
- Any other areas identified and communicated by faculty and/or staff

***Skateboarding/rollerblading***

Students are not to bring skateboards, Razors, rollerblades or wear Heelys on campus at any time.

***Volunteers***

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 all who will be in direct contact with students to complete a volunteer information form available on-line [www.parents.ksbe.edu](http://www.parents.ksbe.edu).

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. Upon arrival on campus, volunteers must report to the designated supervisor.

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

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

***Student guests***

A written request from the parents of the host student and the guest's parent must be submitted to the vice principal's office at least two days prior to the visit. Host students are responsible for their guest's behavior. Guests must accompany host student for the entire day.

***Securing valuables***

As a safeguard, never leave valuable items unattended or unsecured. **Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items.**

### ***Right to search***

As a private educational institution 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 harm 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 is required to report any suspected child abuse or neglect 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, DHS or the police can interview the child without parental consent or presence. 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. Copies of any court orders, decrees, power of attorneys that affect your child's legal status must be sent to the respective unit office. 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-know legal guardian.

### ***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: KSSK 92.3 FM, KCCN 100.3 FM, KRTR 96.3 FM, KUMU 94.7 FM and KINE 105.1 FM.

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

**Evacuation of students:** If students must be evacuated, school personnel will ensure that students are moved to a safe location.

**Transportation:** 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 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 your child's respective unit office.

## STUDENT HEALTH

### *Medical services*

KS provides medical services to its high school students at Hale Ola. Hale Ola is open Monday through Friday from 6:30 AM to 11:00 PM and can be reached by calling 842-8075.

A registered nurse and medical assistant are on duty at 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 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, 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, and notifying KS of any changes in the health status of their children.

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

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

## *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 Hale Ola. Hale Ola 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 Hale Ola accompanied by a signed Request for Administration of Medication (RAM) form. This form is available at Hale Ola or may be downloaded from the website: <http://blogs.ksbe.edu/haleola/>. The form 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.

Upper elementary, middle school, and high school students may be permitted to carry and self-administer a medication based on the RAM form 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.

KS is not responsible for reminding students to take or report for their medication.

### **Contacting parents**

In cases of emergency or if a child needs to be picked up from school, [name of health room/dispensary] 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 100.5° 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 unit office immediately of a change of address or phone number. Call [phone number].



**Health screening**

During the school year, Hale Ola may initiate health screenings to monitor and evaluate the health condition of selected students. A signed parental consent form is required prior to screening.

***Health records***

Hale Ola maintains a health record for each student. The health record contains emergency contact, health insurance and immunization information, and a chronological account of each visit to the Hale Ola. It also contains a signed Permission for Medical Treatment and Release form which enables the Hale Ola to ensure that students receive medical care from providers who participate in their health plans. Parents are responsible for informing Hale Ola changes in student health record information immediately by calling 842-8075.

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

***Student accident insurance***

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

***After-hour health care for boarders***

A registered nurse is available from 11 p.m. to 6:30 a.m. to provide inpatient care for campus boarders who are too ill to remain in the dormitory. More information is contained in the Boarder Handbook.

## SERVICES & RESOURCES

### *Counseling*

The counseling program exists to help students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. There are eight grade level counselors, two college counselors, four outreach counselors, and two learning service coordinators that work with students in grades 9-12. Kamehameha's counselors serve students, parents and teachers in four major areas:

**Counseling** - to prevent as well as to reduce student problems through advising students on appropriate course selections, monitoring their activities and progress, discussing student problems with teachers, working with students to help them realize and meet their school responsibilities, and assisting with college financial aid and application and admission.

**Guidance Classes** - to insure that all students receive appropriate, timely and consistent information, counselors teach mandatory guidance classes at all grade levels.

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

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

**Communication with faculty & family** - Counselors share their expertise with faculty members to help manage learning and behavioral issues and keep the line of communication open with families to follow through on these issues.

**Student Parent Program** - This program supports teen parents so that they may obtain their diplomas by meeting the necessary graduation requirements. Student services include individual scheduling; student, group and family counseling; and assistance in obtaining needed services from community agencies.

A letter from either parents or guardians should be addressed to the principal requesting student participation in this program. This letter should be accompanied by an attending physician's statement regarding the health of the teen parent, any program restrictions and/or limitations, and the anticipated period for maternity leave.

### *Midkiff Learning Center*

The Frank E. Midkiff Learning Center provides resources, staff and facilities to support teaching and learning. The learning center houses the library, which includes the Hawai'i/Pacific Collection, Kamehameha Schools Archives, Student Production Center, Video Production Studio, and the student publications Ka Na'i Aupuni (the yearbook) and Ka Mō'i (the school newspaper).

The library provides an excellent collection of books, online data bases and electronic books. These resources can be accessed from home with authorized logons and passwords. There is ample space for reading, studying, planning, discussing assignments and producing multi-media projects in the learning center. Qualified staff is available to assist students and teachers. Individual departments within the learning center have brochures which provide more details about their programs, policies and procedures. Students may request these as needed. The learning center hours are 7 a.m. – 3:30 p.m.

### ***School store***

The book store, located at the 'Akahi Building on the high school campus, sells such items as school supplies, clothing, workbooks, sundries and physical education uniforms. Day students may make their purchases in cash, check, or via money order. Day students with financial aid may charge according to their financial aid award received. An itemized billing will be mailed home each month. All financial aid charges must be accompanied with a student ID or the award letter from the KS Financial Aid office. Boarders may charge items over \$1 during the school year.

### ***Lockers***

#### **Book lockers**

Locker assignments are made at the beginning of the school year. Students are asked to provide a combination lock the first day of school. All locker assignments and lock combinations are registered with the unit office. Students are strongly encouraged to lock up books and items of value, and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school. Students are responsible for the contents of their assigned locker.

#### **PE lockers**

Students participating in physical education are required to furnish and use their own locks to safeguard belongings. For student convenience, the Physical Education Department has locks for sale.

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

### ***Recreational facilities***

The campus recreational facilities include:

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

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

# TRANSPORTATION

## ***Bus transportation***

Kamehameha Schools provides bus transportation to and from its campus for students living in rural and outlying areas of the island. Shuttle busses transport students between the bus terminal and campus both before and after school.

## **Application and fees**

Bus transportation applications are mailed to all parents and should be completed and returned to KS by the due date. The cost of bus service for each child for the 2012-2013 school year is \$982. per year for a round trip or \$491. per year one way. The bus service annual fee is NON-REFUNDABLE. Cost for transportation is subject to change.

## **Bus passes**

KS Kapālama campus issues all students bus privileges for the applicable school year, adding an icon to the student's ID that allows the student to ride the bus. Students must show their Student ID (which will reflect authorization to ride the bus) to the bus driver when boarding. Student IDs are non-transferable and KS will charge a fee to replace lost, damaged or stolen IDs.

## **Drop-off & pick-up from bus sites**

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, please walk and drive in a safe manner while at or near bus stops.

## **Bus transportation to and from field trips and activities**

KS provides bus transportation on a limited basis for field trips, athletic and other KS-sponsored events and activities. If your child will not be taking the KS bus and plans to use alternate transportation, please notify the high school office. Such requests will be approved on a case-by-case basis.

## **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 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.

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 kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be taken to the thrift shop at the terminal or discarded.

6. *Corrective action*

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

7. *In case of emergency*

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

### ***Driving & parking on campus***

Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day unless they have obtained a Kamehameha student parking decal or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

#### **Parking application**

Each year, students drivers must complete a Student Parking Application available at the 'Akahi Student Center. There is a \$30 fee for an individual and \$15/student driver for a shared decal. Students who are granted parking decals are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form. Students will be issued a Kamehameha Student Driving Manual.

Parking applications are available in May and only completed applications will be considered. Students who hold a space on a Kamehameha bus for the school year will not be granted driving and parking privileges.

#### **One-day parking pass**

One-day student parking passes may be purchased for \$2 at the 'Akahi Student Center Office from 7:00 a.m. to 3:45 p.m. Passes should be obtained at least a day before they are needed. Requests will be granted on a first-come, first-served basis. Guidelines for one-day passes will be provided when the pass is issued.

# 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.

Following are the basic costs of a Kamehameha education:

- Tuition – The basic charge for instruction.
- Fees – Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks and ASKS and class dues. Association of Teachers and Parents (ATP) dues are included in this charge.
- Meals – This amount covers lunches for day students and all meals for boarding students during the regular school year. Meal fees are mandatory.

## *School charges*

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

### **Fee amounts**

Students will be charged the following amounts, as applicable:

Course fees	See Catalog of Courses
Unreturned ID cards (grade 12)	\$ 10.00
<u>Transportation</u> (day students)	
One-way	\$491.00
Round-trip	\$982.00
Special Events attire	\$ 52.00 - 55.00
Parking (Student Decal)	\$ 30.00
Temporary Parking (One-Day Pass)	\$ 2.00/day
Traffic Court Fines	\$ 10.00 - 25.00
Replacement ID cards	\$ 10.00
<u>Library</u> (overdue charges)	
Regular Materials	\$ .10/day
Reserve and Reference Materials	\$ .50/day



Grace period, service fees

See Learning Center Handbook

**Estimated expenses for class and school activities**

	Yearbook Pictures (for grades 9-11);	\$ 30.00
	Class Socials	<u>\$ 5.00/social</u>
	Estimated Total:	\$ 35.00
<u>Grade 9:</u>	Class T-shirt	\$ 10.00
	Freshman Dance Ticket	<u>\$ 10.00</u>
	Estimated Total:	\$ 20.00
<u>Grade 10:</u>	Sophomore Banquet Tickets	\$ 20.00 (with a guest)
	Sophomore Banquet Pictures	\$ 10.00 (per pkg. per pose)
	Class Ring Deposit	<u>\$ 60.00</u>
	Estimated Total:	\$ 80.00 *
<u>Grade 11:</u>	Class Ring Balance	\$ 158.00 to \$739.00
	Junior Prom Tickets	\$ 60.00 (with a guest)
	Prom Pictures	<u>\$ 65.00</u>
	Estimated Total:	\$ 204.00 to \$ 445.00*
<u>Grade 12:</u>	Senior Yearbook Picture	\$ 30.00
	Senior Pictures	\$ Varies
	Senior Lū'au	\$ 25.00 (per ticket)
	Senior T-shirt	\$ 10.00
	Senior Sweatshirt	\$ 18.00
	Senior Night Social	\$ 5.00
	Graduation Announcements	\$ 32.00 to \$ 250.00 (other accessories avail.)
	Senior Prom Tickets	\$ 80.00 (with a guest)
	Prom Pictures	\$ 65.00
	Project Grad Party	<u>\$ 10.00</u>
	Estimated Total:	\$ 282.00*

***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/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](http://www.ksbe.edu/finaid). To receive an application packet by mail, call the KS Applicant Services Center at 808-534-8080 (O'ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

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

If your child is invited to enroll at KS after July 1, 2012, 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**

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

Directory information may include:

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

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

### **Release of information to colleges**

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

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

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

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

## 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 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](http://connect.ksbe.edu) for external access, or at [itd.ksbe.edu/responsible](http://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 social networking 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 beyond your knowledge.
- 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 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 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.

### ***KS laptop program***

Students have the privilege of using an assigned laptop computer provided by Kamehameha Schools. With that privilege comes great personal responsibility. Each student has the kuleana for caring for their laptops as if they were their own:

- Students must have their name on power supply cords, removable cards, and carrying bags.
- Students are responsible for knowing the whereabouts of their laptops at all times. Laptops left unattended will be taken to the vice principal's office.
- The availability of loaner laptop computers for students whose computers are being repaired is not guaranteed.
- Parents assume financial responsibility for laptops and loaner laptops that are in their children's possession. If laptops are damaged as a result of abuse, neglect, loss, or theft, families are required to repair or replace the loaner laptop at its current value, including warranties and other related accessories.

### ***Electronic communication***

In accordance with our campus' sustainability efforts, the high school will communicate with students and parents primarily through e-mail.

- Students are required to have KS e-mail accounts and are expected to check their KS e-mailboxes daily.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Students should manage their accounts by deleting old e-mails and by not subscribing to listservs or sending chain letters.
- We recommend that parents check their e-mailboxes at least every three days. Parents without e-mail addresses will receive information via the U.S. Postal Service.

### ***Online communication***

#### **Daily bulletin:**

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

#### **Teacher e-mail**

Teacher e-mail addresses can be found on the high school Web site at <http://kapalama.ksbe.edu/high/>. Click on "Faculty & Staff" on the site's home page.

#### **KS Connect:**

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

Once students are issued e-mail accounts they will be given access to KS Connect. Parents will receive information when their child enters high school either during orientation or in the mail.



**High school Web site:**

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

***Electronic equipment/cellular phones***

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

If a student's use of these items interferes with the learning environment, the item will be confiscated and held for pick-up by parents. Chronic misuse of cell phones and portable media devices during school hours may lead to disciplinary action (see "Student discipline" section, Level 1).

## SCHOOL SONGS

### **Sons of Hawai'i (alma mater)**

*By William B. Olson and Theodore Richards*

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

CHORUS:

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

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

CHORUS: (as before)

### **I mua Kamehameha**

*By Charles E. King*

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

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

© 1928 Charles E. King Music Co.

**KAMEHAMEHA SCHOOLS KAPĀLAMA  
HIGH SCHOOL  
2012 – 2013 BELL SCHEDULE**

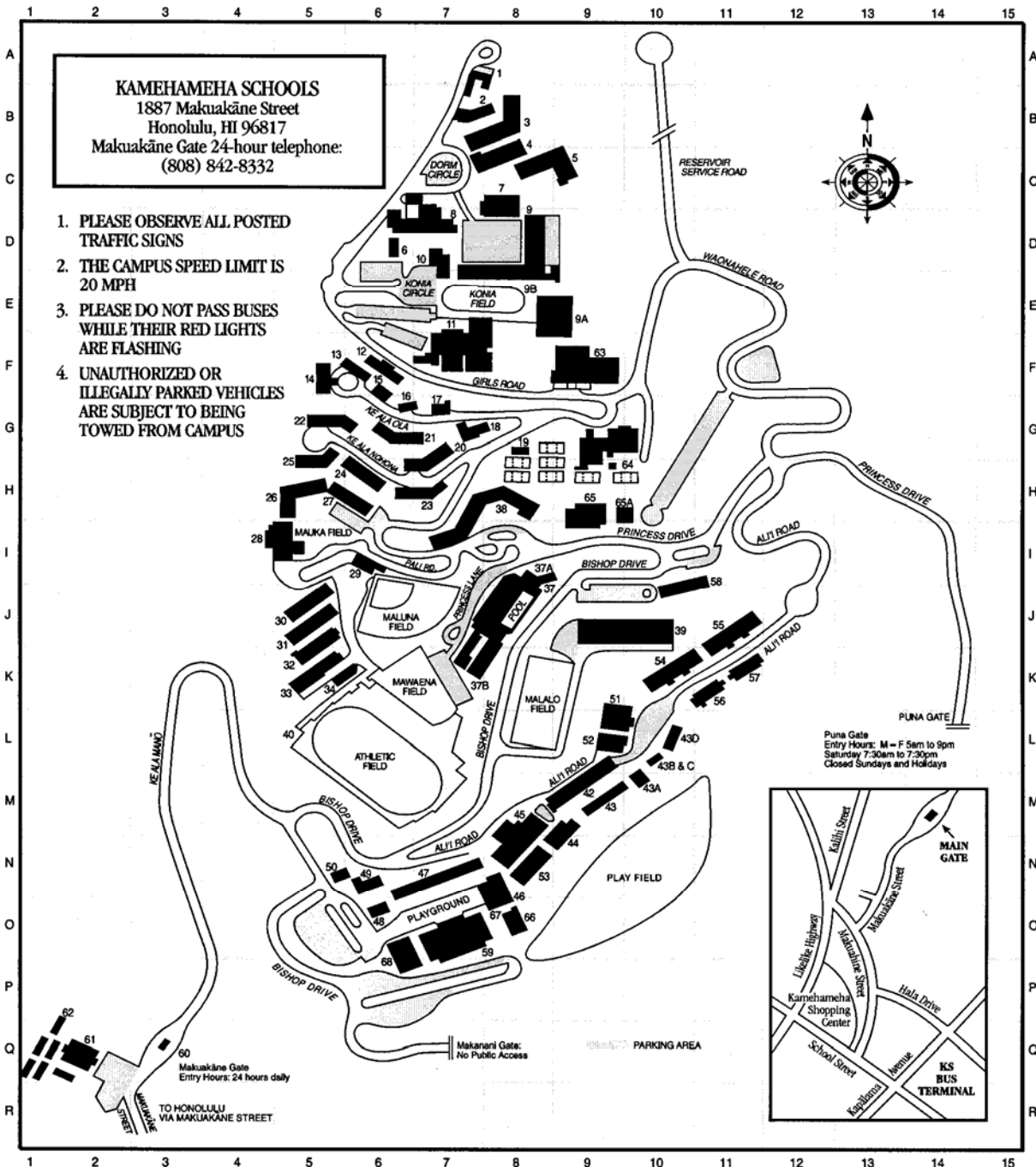
REGULAR SCHEDULE		
7:35 – 8:25	PERIOD	1
8:32 – 9:17		2
9:24 – 10:09		3
10:16 – 11:01		4
11:08 – 11:53		5
12:00 – 12:45		6
12:52 – 1:37		7
1:44 – 2:29		8
2:36 – 3:26	STUDY HELP/ACTIVITY*	
3:45	ATHLETIC PRACTICE	

BLOCK SCHEDULE				
	A	B	C	D
7:35 - 8:55	1	2	3	8
9:05 - 10:25	5	4	7	6
10:35 - 11:15	LUNCH/HOMEROOM/ REHEARSALS/ACTIVITY			
11:25 - 12:05				
12:15 - 1:35	7	6	5	4
1:45 - 3:05	3	8	1	2
3:10 - 3:30	STUDY HELP*			
3:45	ATHLETIC PRACTICE			

PM ACTIVITY SCHEDULE			
7:35 - 8:20	ANNOUNCEMENTS	PERIOD	1
8:27 - 9:07			2
9:14 - 9:54			3
10:01 - 10:41			4
10:48 - 11:28			5
11:35 - 12:15			6
12:22 - 1:02			7
1:09 - 1:49			8
1:56 - 2:56	HOMEROOM/REHEARSALS/ACTIVITY		
3:00 - 3:30	STUDY HELP*		
3:45	ATHLETIC PRACTICE		

AM ACTIVITY SCHEDULE			
7:35 - 8:35	HOMEROOM/REHEARSALS/ACTIVITY		
8:49 - 9:29		PERIOD	1
9:36 - 10:16			2
10:23 - 11:03			3
11:10 - 11:50			4
11:57 - 12:37			5
12:44 - 1:24			6
1:31 - 2:11			7
2:18 - 2:58			8
3:03 - 3:30	STUDY HELP*		
3:45	ATHLETIC PRACTICE		

*\*NOTE: Attendance at Study Help is mandatory if required by a teacher*

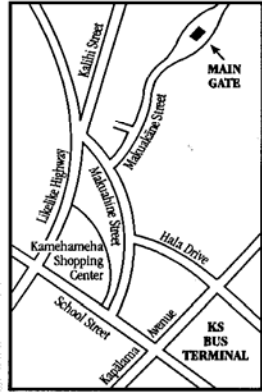


**KAMEHAMEHA SCHOOLS**  
 1887 Makuakāne Street  
 Honolulu, HI 96817  
 Makuakāne Gate 24-hour telephone:  
 (808) 842-8332

1. PLEASE OBSERVE ALL POSTED TRAFFIC SIGNS
2. THE CAMPUS SPEED LIMIT IS 20 MPH
3. PLEASE DO NOT PASS BUSES WHILE THEIR RED LIGHTS ARE FLASHING
4. UNAUTHORIZED OR ILLEGALLY PARKED VEHICLES ARE SUBJECT TO BEING TOWED FROM CAMPUS



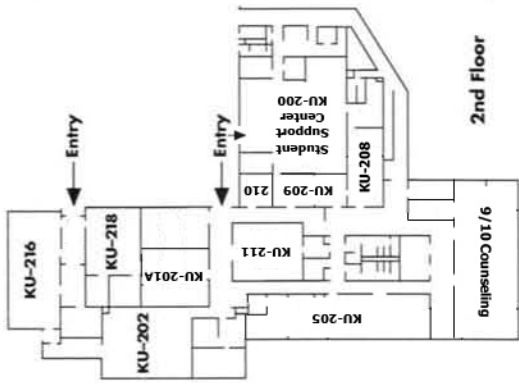
Puna Gate  
 Entry Hours: M - F 5am to 9pm  
 Saturday 7:30am to 7:30pm  
 Closed Sundays and Holidays



- |                               |                              |                              |                              |                              |
|-------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 1. Keōpūolani-Uka .....A-7    | 15. Hale Hānai .....F-6      | 31. Plumbing/Paint/.....J-5  | 44. Keli'imaika'i .....N-9   | 60. Main Gate .....Q-3       |
| 2. Keōpūolani-Kai .....B-7    | 16. Hale Alaka'i .....G-6    | 32. Carpenter/.....K-5       | 45. Kalama .....N-8          | 61. Ulupono .....Q-2         |
| 3. Kap'olani Nui .....B-8     | 17. Hale Kahu .....G-7       | 33. Electrical Shops         | 46. Kalanimōkū .....N-8      | 62. Ulupono .....Q-1         |
| 4. Kekāuluohi .....C-8        | 18. Hale Pelekikena .....G-7 | 33. Motor Pool/.....K-5      | 47. Kūihelani .....N-7       | 63. 'Akahi Dining Hall/..F-9 |
| 5. Kīna'u .....C-8            | 19. Hale Pelekikena .....G-8 | 34. Welding Shop             | 48. Nāhi'ena'ena .....O-6    | 'Akahi Student Ctr./         |
| 6. Haleakalā Annex .....D-6   | 20. Locker Rooms             | 34. Motor Pool .....K-5      | 49. Kānekapōlei .....N-6     | School Store                 |
| 7. Ka'ahumanu .....D-8        | 21. Lunalilo .....H-7        | 37. Kalani'ōpu'u Pool ...J-8 | 50. Keolakaalani .....N-5    | 64. Kapoukahi .....G-9       |
| 8. Haleakalā .....D-7         | 22. Kapuāiwa .....G-6        | 37A. Physical Education..I-8 | 51. Keawe Gym .....L-9       | 65. Bernice Pauahi .....H-9  |
| 9. Kōnia .....D-8             | 23. 'Iolani .....G-5         | 37B. Athletics .....K-7      | 52. Keawe .....L-9           | Bishop Memorial              |
| 9A. Frank E. Midkiff .....E-9 | 24. Kamehameha .....H-7      | 38. Pāki .....H-8            | 52. Locker Room              | Chapel                       |
| Learning Center               | 25. Liholiho .....H-6        | 39. Kekūhaup'ō .....J-10     | 53. Kaiona .....N-8          | 65A. Bernice Pauahi ...H-10  |
| 9B. Kōnia Field .....D-8      | 26. Kāleopapa .....H-5       | 40. Kūniākea .....L-5        | 54. Alice E. Knapp .....K-10 | Bishop Heritage              |
| 10. W.O. Smith .....D-7       | 27. Keōua .....H-5           | 42. Ka'ōleiokū .....M-9      | 55. Maude Post .....J-11     | Center                       |
| 11. Princess Ruth .....F-7    | 28. Bishop Hall .....H-6     | 43. Lili'uokalani .....M-9   | 56. Ka'ulani .....K-11       | 66. Ke'eaumoku .....O-8      |
| Ke'elikōlani                  | 29. Kekūanao'a .....I-5      | 43A. Classroom #65 .....M-10 | 57. Kekūāiwa .....K-11       | 67. Keku'iapoiva .....N-8    |
| Performing Arts Complex       | 30. Physical Plant/.....J-5  | 43B. Classroom #66 .....L-10 | 58. Princess Bernice ..J-10  | 68. Kekelaokalani .....O-6   |
| 12. Hale Kukui .....F-6       | Transportation/              | 43C. Classroom #67 .....L-10 | Pauahi Adm. Bldg.            |                              |
| 13. Hale Mālama Ola .....F-6  | Security                     | 43D. Classroom #68 .....L-10 | 59. Kamāmalu .....O-7        |                              |
| 14. Hale Ola .....F-5         |                              |                              |                              |                              |

**KEKŪANAŌ'A--(KU)**

**4**



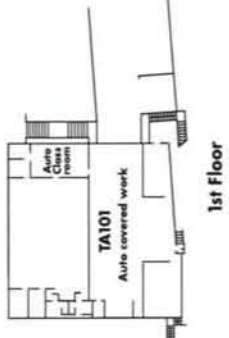
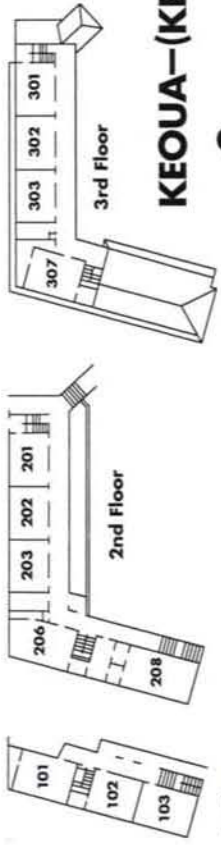
**KAPOUKAHI--(TA or TB)**

**6**

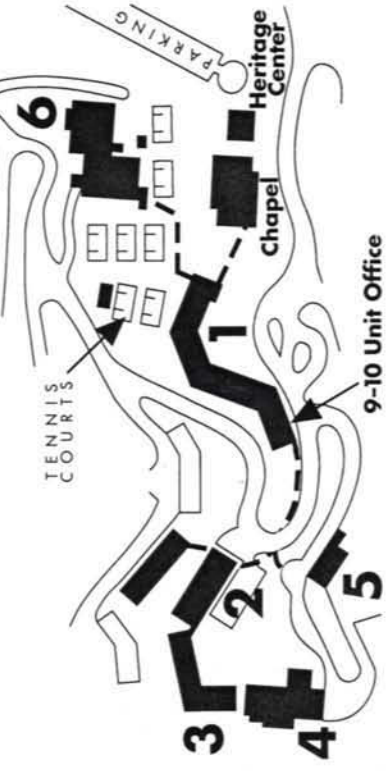


**KEOUA--(KE)**

**3**

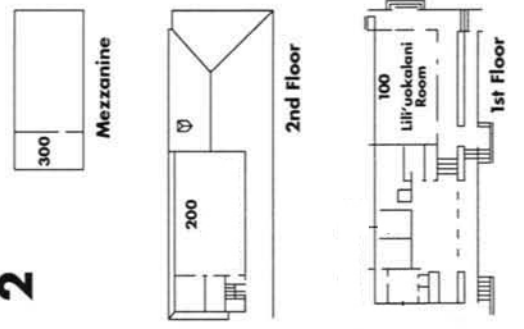


**UNIT 9-10 CAMPUS**



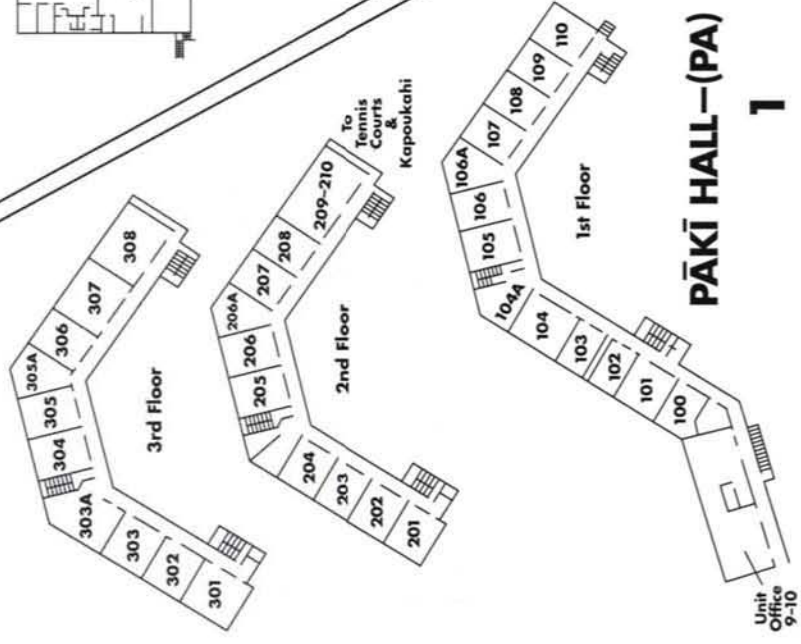
**BISHOP HALL--(BI)**

**2**



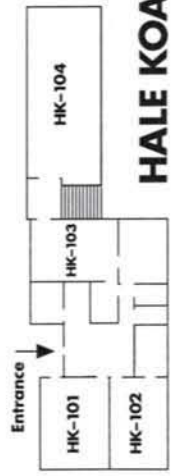
**PĀKĪ HALL--(PA)**

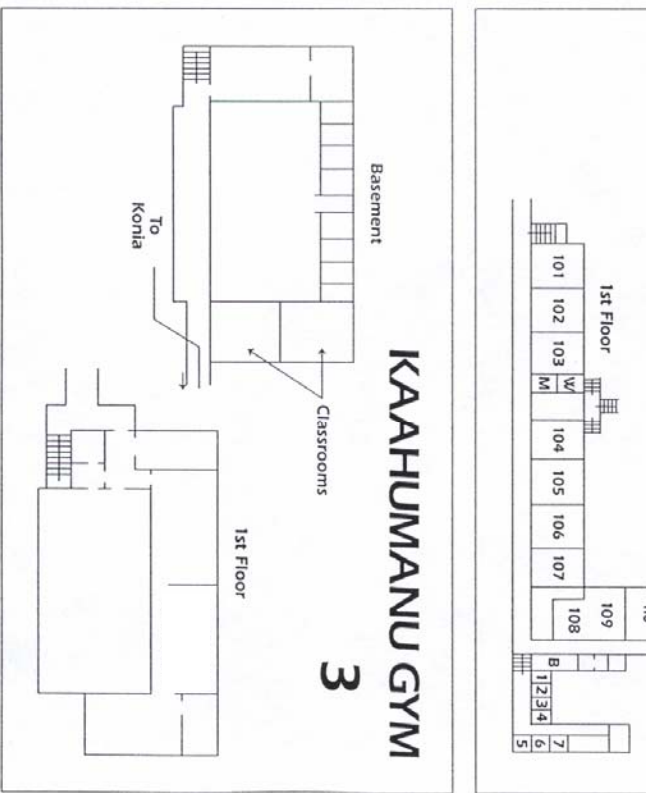
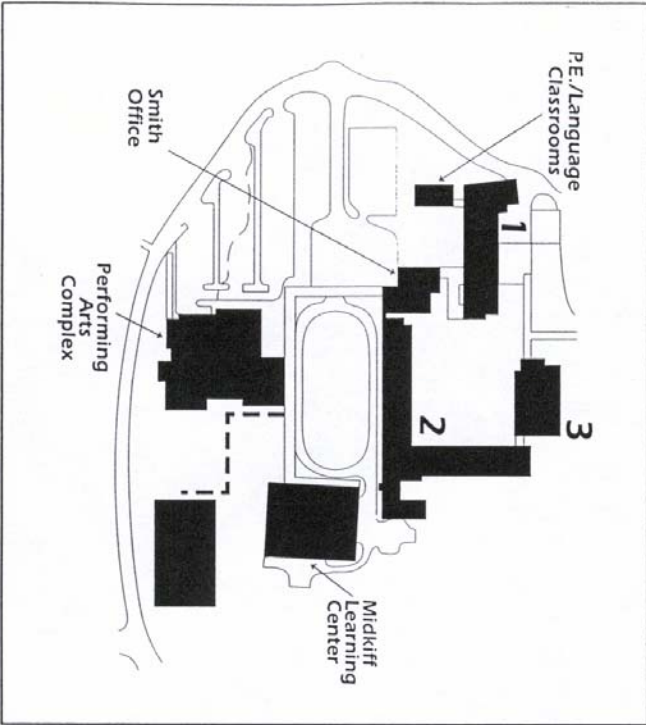
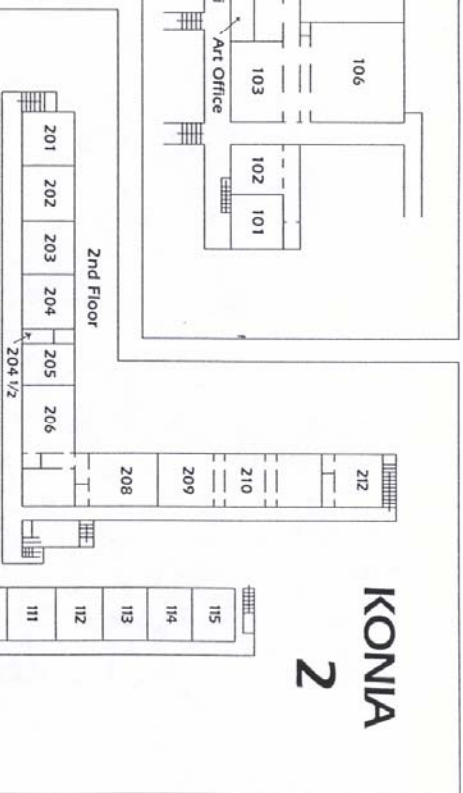
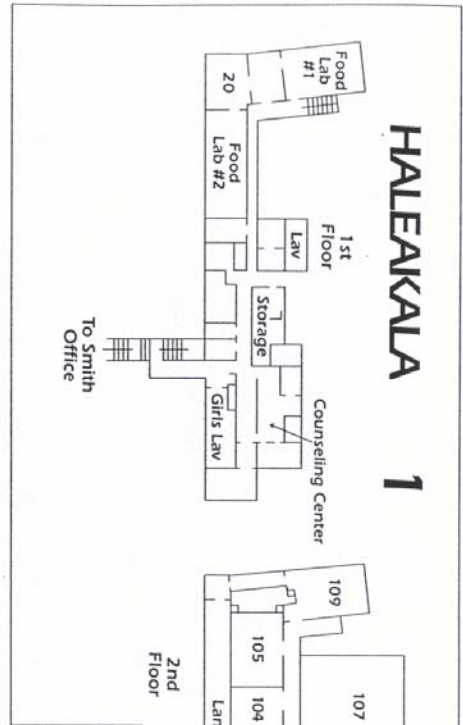
**1**



**HALE KOA--(HK)**

**5**





**KAMEHAMEHA HIGH SCHOOL - KAPALAMA**  
**2012-2013 SCHOOL CALENDAR-GRADES 9-12**

First Semester: 20 Weeks - August 9, 2012 - December 19, 2012

Second Semester: 18 Weeks - January 8, 2013 - May 23, 2013

**Total School Days for Students: 170.5**

**\*\*CALENDAR IS SUBJECT TO CHANGE\*\***

Wk	Teacher Days	Student Days	Month	S	M	T	W	Th	F	S	Event
			July	1	2	3	4	5	6	7	July 4 Independence Day
				8	9	10	11	12	13	14	July 30 All Dorm Advisors Report
				15	16	17	18	19	20	21	July 31 All New Teachers Report
				22	23	24	25	26	27	28	August 1 All Counselors Report
			Aug.	29	30	31	1	2	3	4	August 3 Department Heads Report
				5	6	7	8	9	10	11	August 7 Returning Teachers Report
F	1	4.0		12	13	14	15	16	17	18	All Grade 9 and New 10 - 12 Boarders Report
I	2	9.0		19	20	21	22	23	24	25	<b>FIRST DAY OF SCHOOL FOR GRADE 9 AND NEW INVITEES</b>
R	3	14.0		26	27	28	29	30	31	1	All Returning Boarders Report
S	4	19.0	Sept.	2	3	4	5	6	7	8	<b>FIRST DAY OF SCHOOL FOR GRADES 10 - 12</b>
T	5	23.0		9	10	11	12	13	14	15	September 3 Labor Day
	6	28.0		16	17	18	19	20	21	22	September 19 Early Release Day
	7	33.0		23	24	25	26	27	28	29	<b>FIRST QUARTER ENDS OCTOBER 4, 2012</b>
	8	38.0		30	1	2	3	4	5	6	October 5 Teacher Meeting Day
	9	43.0	Oct	7	8	9	10	11	12	13	October 5 - 9 Fall Break for Students
	10	47.0		14	15	16	17	18	19	20	October 9 Teacher In-Service Day, No School for Grades 9 - 12
S	11	52.0		21	22	23	24	25	26	27	October 17 PSAT/CTP/PLAN
E	12	57.0		28	29	30	31	1	2	3	November 9 Teacher In-Service Day, No School for Grades 9 - 12
M	13	62.0	Nov.	4	5	6	7	8	9	10	November 12 Veterans' Day (Observed)
E	14	67.0		11	12	13	14	15	16	17	November 21 Early Release Day
S	15	71.0		18	19	20	21	22	23	24	Nov. 22 - 24 Thanksgiving Vacation
T	16	74.0		25	26	27	28	29	30	1	November 30 Teacher Meeting Day, No School for Grades 9-12
E	17	79.0	Dec.	2	3	4	5	6	7	8	Nov. 30 and Dec. 1 Christmas Concert
R	18	84.0		9	10	11	12	13	14	15	Dec. 14, 17, 18 Finals
	19	89.0		16	17	18	19	20	21	22	December 19 Founder's Day (half day for students and teachers)
	20	91.5									December 20 Christmas Vacation Begins (Dec. 20 - Jan. 7)
<b>SECOND QUARTER AND FIRST SEMESTER END DECEMBER 19, 2012</b>											
			Jan	23	24	25	26	27	28	29	January 7 Teacher Meeting Day, No School for Grades 9 - 12
S	21	96.5		30	31	1	2	3	4	5	January 8 School Resumes
E	22	101.5		6	7	8	9	10	11	12	January 21 Martin Luther King, Jr. Day
C	23	105.5		13	14	15	16	17	18	19	February 15 Teacher In-Service Day, No School for Grades 9 - 12
O	24	110.5	Feb.	20	21	22	23	24	25	26	Feb. 15 - 18 Common Weekend (4 days)
N	25	115.5		27	28	29	30	31	1	2	February 18 Presidents' Day
D	26	120.5		3	4	5	6	7	8	9	February 22 Early Release Day
	27	124.5		10	11	12	13	14	15	16	February 23 ATP Ho'olaule'a
	28	129.5	Mar.	17	18	19	20	21	22	23	February 23 ATP Ho'olaule'a
	29	134.5		24	25	26	27	28	1	2	
S	30	139.5		3	4	5	6	7	8	9	<b>THIRD QUARTER ENDS MARCH 15, 2013</b>
			March	10	11	12	13	14	15	16	
E	31	144.0		17	18	19	20	21	22	23	March 22 Song Contest (half day for teachers)
M			April	24	25	26	27	28	29	30	March 25 - April 5 Spring Vacation
E	32	149.0		31	1	2	3	4	5	6	March 26 Kuhio Day Holiday
T	33	154.0		7	8	9	10	11	12	13	March 29 Good Friday
E	34	159.0		14	15	16	17	18	19	20	April 8 School Resumes
R	35	164.0	May	21	22	23	24	25	26	27	April 17 Early Release Day
	36	169.0		28	29	30	1	2	3	4	May 21 - 23 Finals
	37	174.0		5	6	7	8	9	10	11	May 23 LAST DAY OF SCHOOL
	38	178.5		12	13	14	15	16	17	18	May 24 Teacher Work Day (1/2 day)
<b>FOURTH QUARTER AND SECOND SEMESTER ENDS MAY 23, 2013</b>											
			June	19	20	21	22	23	24	25	May 26 Baccalaureate & Commencement
	39	180.0		26	27	28	29	30	31	1	May 27 Memorial Day Holiday
				2	3	4	5	6	7	8	May 29 Last Day of Teacher Responsibility (1/2 day workday)
				9	10	11	12	13	14	15	May 31 Last Day of Department Head Responsibility
				16	17	18	19	20	21	22	June 5 Last Day of Counselor Responsibility (1/2 day workday)
				23	24	25	26	27	28	29	June 11 King Kamehameha Day Holiday (Observed)
				30							

EARLY RELEASE DAY  
 NO SCHOOL/HOLIDAY  
 TEACHER MEETING DAY/IN-SERVICE