



Kamehameha Schools



Artwork by Jordyn Hieda – Class of 2022

Kamehameha Elementary School Handbook For Students and Parents 2016-2017

Kamehameha Schools
Kamehameha Elementary School
225 Bishop Circle
Honolulu, HI 96817-1595

rev July 2016

CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapālama Elementary School

225 Bishop Circle, Honolulu, HI 96817

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Hale Ola Dispensary (high school)	842-8075	
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❖ Patricia Louis(4-6 Librarian)	842-8221	palouis@ksbe.edu
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❖ Erin Samson (Library Assistant)	842-8381	ersamson@ksbe.edu
Financial Aid Department	534-8080	finaid@ksbe.edu
Cashier's Office	842-8309	
School Store – M-F: 7:00 a.m. – 3:30 p.m. (excluding holidays)	842-8991	
Security Gate House (24 hr. contact)	842-8332	
Transportation	842-8329	
Kama'āina Kids Office	842-8042	
<i>For more information on Kamehameha Schools campuses and programs, visit the KS Web site at www.ksbe.edu or blog site at http://blogs.ksbe.edu/kes/.</i>		



LEGACY OF A KE ALI'I PAUAHI

Ke Ali'i 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, Ke Ali'i 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, Ke Ali'i 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 30 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

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STATEMENT ON THE HANDBOOK

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

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

Student and Parent Acknowledgement Form

Student and Parent Acknowledgement


KAMEHAMEHA SCHOOLS
KAMEHAMEHA SCHOOLS
STUDENT AND PARENT ACKNOWLEDGEMENT
2016-2017 SCHOOL YEAR
 School: **KS Kapalama Elementary School - 003**

Student Name: _____
 Student ID#: _____ Grade: _____

I/we acknowledge that I/we have access online via the internet to, or have received a print copy of, the 2016-2017 Student and Parent Handbook, and I/we have read, fully understand, and support the content set forth in the handbook.

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

I/we understand that I/we am/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 am expected to maintain a respectful relationship at all times with my/our child's teachers, counselors, down 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 2017 school year.

Electronic Transactions

By signing this acknowledgment electronically, I/we affirm that I/we consent to electronic transactions with KS generally, as set forth in Section 13 of the Kamehameha Schools Tuition Contract, and acknowledge that I/we have access to and I/we have reviewed a copy of the handbook and its contents. I/we understand that I/we can withdraw this consent to electronic transactions at any time by notifying Kamehameha Schools in writing and delivering a copy of the administrative office identified in the handbook, and thereafter transactions with my/our child will be conducted by paper. Withdrawing consent will not affect the validity of this acknowledgment, or any other transactions conducted electronically prior to my/our withdrawal of consent to electronic transactions.

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


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

I [Choose One] with this acknowledgment by affixing my/our electronic signature in the following text field:

_____ (your signature must contain your last name)

The Student and Parent Acknowledgement form lets KS know that you have read, fully understand, and support the information contained in the 2016-2017 Student and Parent Handbook. The Student and Parent Handbook can be found at <https://blogs.ksbe.edu/kes/> and via a link provided on your account page in KS Connect (<http://connect.ksbe.edu>).

Returning students and parents, once you have read the Handbook and are ready to sign the Student and Parent Acknowledgment form, please log into your KS Connect account and electronically sign the Acknowledgment form. The form can be found by scrolling through the "Forms" tab located on the left-hand column of the KS Connect screen.


KAMEHAMEHA SCHOOLS KAPALAMA
ELEMENTARY SCHOOL
SY 2016-2017
PARENT ACKNOWLEDGEMENT

I/we acknowledge that I/we have received a copy of the 2016-2017 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 am expected to fully support all school rules and policies while my child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

I/we understand I/we am expected to maintain a respectful relationship at all times with my/our child's teachers, counselors, down advisors, coaches, staff and administrators so that problems or concerns can be resolved to best support my 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 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 2017 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 Kapalama by Friday, May 27, 2016.

New students and parents, please read and sign a copy of the form and return it to the Kamehameha Schools Middle School office in the enclosed self-addressed envelope before **May 27, 2016**.

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.

Each Kamehameha Schools' campus is a kula Hawai'i – a Hawaiian school – where all leaders, staff and students are committed to educational excellence through strong teaching and meaningful learning that supports the renewed vibrancy of Hawai'i's indigenous people and their life-long success in the 21st century world.

This commitment to high levels of achievement is established on the belief that a vibrant Hawaiian people (Lāhui Hawai'i), engaged in rigorous learning experiences, steeped in ancestral knowledge and understanding ('Ike Hawai'i) and rooted in their mother tongue ('Ōlelo Hawai'i), will continue to thrive in a living culture (Nohona Hawai'i) enabling them to compete globally in ways that contribute to and enrich humankind (as envisioned in the WEO).

This renewed vibrancy requires educational opportunities that advance the social, cultural, economic and political status of Native Hawaiians in their own homeland and in the world. These mission-centered outcomes require diverse educational expertise and background, and a significant, sustained commitment of programmatic, human and financial resources. Guided by the vision of Ke Ali'i Pauahi, Kamehameha Schools dedicates itself to achieving these outcomes to ensure a dynamic future for Native Hawaiians.

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. The responsibility and desire to learn and work hard belongs to your child. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- Support regular attendance
Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency. Family vacations and travel should not occur during school days.
- Take an active interest in your child's learning
Know what your child is studying and talk about what is happening in school.
- Encourage reading
Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.
- Monitor your child's progress
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- Attend parent conferences
Attendance at parent conferences is required and is an important means of communication between the school and home. Conferences for all children are held twice a year. Student attendance at the fall and spring parent conferences are required (with the exception of Kindergarten). Additional parent conferences may be arranged at any time at the request of the school or the parents. You are also required to attend grade level orientation/open houses to become informed partners in your child's education.
- Attend student functions
Show support for your child and his or her classmates by attending student performances, and class meetings.
- Keep informed
Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.
- Understand curricular requirements
Students are required to adhere to all curricular requirements of the Kamehameha School's program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

- Enforce school regulations
Help your child understand and follow school rules. Reading and discussing the Student / Parent Handbook with your child may prevent many problems and misunderstandings.
- Communicate
Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being, and can be the first defense in identifying when interventions and/or special services are needed.

School support opportunities

There are opportunities available for organized parent involvement that will contribute to the success of our schools and students: the Association of Teachers and Parents, and the Parents and Alumni Relations office.

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

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

Communication to parents is done quarterly via KS' Na Makua publications.

For more information visit www.ksbealumni.org or contact the following KS Parents & Alumni Relations staffers:

Mervlyn Kitashima	Parent Administrator	842-8444
Kalei Adams	Parent Coordinator	842-8659
Laurielei Waracka	Parent Coordinator	842-8177

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 Elementary Student Activities Coordinator at 843-3585.

Use of the name "Kamehameha Schools" and the I Mua Warrior logo

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

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 Vice Principal at (808) 842-8382.



KAMEHAMEHA SCHOOLS®

STUDENT EXPECTATIONS

Home Ho'ona'auao

"Kū Kilakila 'o Kamehameha"

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

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

To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

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'īo – truthful in what you say; truthful in what you do.

WORKING EXIT OUTCOMES (WEO)

Kamehameha Schools understands the importance of establishing schoolwide learner outcomes that are rigorous and relevant, build strong relationships, and emphasize responsibility not only within the school learning community, but also within the larger global community as well. Our working exit outcomes have these desirable qualities and are congruent with the vision, mission, and philosophy of Kamehameha Schools.

The Working Exit Outcomes Framework is composed of three ao (areas) in which students learn and grow while at Kamehameha Schools. Each ao is described by English 21st century skill statements, Hawaiian `ōlelo no`eau (proverbs), and `ōlelo no`eau translations. The WEO outlines the knowledge and values that a Kamehameha student must master to become the “good and industrious” young Hawaiian man or woman, competent and comfortable in both Hawaiian and Western cultures as envisioned by Ke Ali`i Pauahi.

Working Exit Outcomes Framework

<p><u>Ke Ao Ho`oūlu</u> Growth</p>	<p><u>Ke Ao Lani, Ke Ao Honua</u> Global</p>	<p><u>Ke Ao `Imi Na`auao</u> Knowledge and Wisdom</p>
<p>He Hawai`i au mau a mau I am a Hawaiian now and forever. Embrace my identity as a Hawaiian.</p> <p>E lawe i ke a`o a mālama, a e `oi mau ka na`auao He who takes his teachings and applies them increases his knowledge. Grow by identifying strengths and needs and pursuing appropriate actions.</p>	<p>Kū i ke ao Be of the world. To be like the world in which one lives. Live in interdependence with all that surrounds me physically, spiritually, emotionally, and intellectually.</p> <p>E ho`ōki i ka hō`ina wale o hō`ino `ia mai ke kumu One should never go home without some knowledge lest his teacher be criticized. Embrace the collective experience in Hawai`i and the Pacific as a foundation for relating to the diversity of the world.</p>	<p>Nānā i ke kumu Look to the source. Utilize various sources (i.e. kupuna, kumu, loea, mo`olelo, wahi pana, mo`omeheu) to foster inquiry and seek knowledge.</p> <p>Ua lehulehu a manomano ka `ikena a ka Hawai`i Great and numerous is the knowledge of the Hawaiians. We create, share and apply knowledge in purposeful and relevant ways. Engage in critical thinking to apply traditional knowledge to my contemporary context.</p>
<p><u>Ke Ao Pilina</u> Relationships</p> <p>Hilina`i i Ke Akua Trust in God. Live a life reflective of Christian values.</p> <p>`Ike nō i ka lā o ka `ike; mana nō i ka lā o ka mana Know in the day of knowing; mana in the day of mana Adapt successfully to various kūlana.</p>	<p>Ka `ike a ka makua he hei na ke keiki The knowledge of the parent is (unconsciously) absorbed by the child. Nurture and value my identity as a source of understanding, purpose, meaning, and connection to others.</p> <p>Mōhala i ka wai ka maka o ka pua Unfolded by the water are the faces of the flower. Promote and utilize Hawaiian perspectives and practices to enhance my well-being and the well-being of my `ohana, kaiaulu, lāhui and world.</p>	<p>Lawe i ka ma`alea a ku`ono`ono Take wisdom and make it deep. Transform my knowledge through the blending of imagination, intuition and intellect.</p> <p>He aupuni palapala ko`u; `o ke kanaka pono `o ia ko`u kanaka Mine is a kingdom of education, the righteous man is my man. Seek and apply knowledge ethically.</p>

Hawaiian Glossary: kaiaulu – community; kūlana – role and status; kumu – teacher; kūpuna – ancestors and elders; lāhui – nation; loea – experts; mo`omeheu – traditions; mo`olelo – story and history; `ohana – both nuclear and extended family; wahi pana – storied and historical places

KES LEARNING PHILOSOPHY

Kamehameha Elementary School Kapālama is a nurturing and dynamic community where haumāna integrate their learning with pono and na'auao in service to their 'ohana, kaiāulu, lāhui, and honua. Students are mākaukau to appreciate the importance of their past, understand their role in the present, and think creatively and critically to thrive in an ever changing global environment. pono (ethics) na'auao (wisdom) kaiāulu (community) lāhui (nation) honua (world) mākaukau (prepared)

OUR EDUCATIONAL PROGRAM

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

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

Classes

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs. In grades 5 & 6, instruction is departmentalized so the students will have certain core subjects with their homeroom teacher and the remaining core subjects with a partner teacher.

The elementary school follows a six-day cycle plus an additional non-cycle day, known as Lā 'ono'o (Reflection Day), which is used to schedule elementary school programs, i.e. Christmas Program, Ho'olōkahi Day, chapel and 'ohana, as well as student make-ups, field trips, and staff development. Once the year begins, you will be able to follow your child's class cycle by referring to the schedule on page 54.

Class sectioning

In May of each school year, grade-level teachers develop recommended class groupings for the following school year. In general, classes are mixed from year to year so children get to know others at their grade level.

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

Teachers

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

Field trips

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

Students with disabilities

The Americans with Disabilities Act, as amended, 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. Please contact our Outreach Counselor at 808-842-8717 if you have any information to share or inquiries regarding this policy.

Homework

The primary purpose of homework is to help students establish a sense of responsibility, become independent learners, reinforce skills, and complete daily assignments. In order to achieve this purpose, a cooperative effort between school and home is encouraged.

Examples of assignments include:

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

For best results, parents should provide:

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

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

K-1	10 - 30 minutes
2-3	20 - 40 minutes
4-5-6	40 - 60 minutes

If your child is struggling to complete homework due to the volume or their understanding, please contact your child’s teacher.

Student progress reports

Student progress reports help our teachers communicate your child’s growth academically, socially and behaviorally. The following descriptions of grades are embraced at the different grade levels in the elementary school:

Grades K-3:

- Consistently Demonstrating: Your child is independently applying and utilizing targeted skills/behaviors. On a regular basis he/she is showing continued understanding of concepts.
- Progressing: Your child is in the process of learning and applying targeted skills/behaviors. He/she is making steady growth on the development continuum towards understanding of concepts with occasional teacher assistance.
- Emerging: Your child is beginning to develop the targeted skills/behaviors and needs teacher assistance most of the time.

Grades 4-6:

Achievement

E = EXCELLENT: consistent quality in demonstration of understanding of concepts and skills.

G = GOOD: nearly consistent in demonstration of understanding of concepts and skills.

S = SATISFACTORY: meets expectations in demonstration of understanding of concepts and skills, does what is expected, and doesn't go beyond.

M = MINIMAL: demonstrates minimal understanding of concepts and skills and work is partial and incomplete.

U = UNSATISFACTORY: does not demonstrate understanding of concepts and skills. Work is incomplete, messy, indicates no effort, and improvement is needed in attitude.

Skill Achievement Ratings

+ = Exceeds expectations

√ = Meets expectations

- = Below expectations

The grading scales may be used individually or in combination for daily work and semester grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

Our intervention process

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

KES has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child's counselor and school administrators.

LEVEL 1 – Teacher intervention

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

LEVEL 2 – Counselor intervention

If a student requires regular supplemental support through services provided within the school setting, the student is moved to Level II and the counselor manages concerns with assistance from appropriate staff and parents.

LEVEL 3 – Extended intervention

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

LEVEL 4 – Probation

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

LEVEL 5 – Administration intervention

If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Kapālama administrator to the Head of School for disenrollment or educational placement for special needs.

Academic probation

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

A student is placed on probation if, at the end of a semester, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, social studies or science. Academic probation runs for one full semester. The length of attendance and conduct probations varies depending on the circumstance. While on academic probation, the student must attend daily study help or study hall sessions from 2:35 p.m. until 3:15 p.m. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the three-year period from grades 4 through 6, a student on academic probation for three (3) semesters will be subject to release from KS Kapālama Elementary School. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

Counseling services

Five counselors offer a variety of counseling and guidance services to students and families. Counselors are assigned in the following manner:

Ryder Maeda	843-3368	Grades 1, 2
Sharon Hager	842-8689	Grades 3, 4
Georgette Kala	842-8643	Grades K, 6
Keawe Kalama	842-8717	Grade 5 & Outreach

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:

If the issue concerns your child's learning, approach his or her teacher first. You may also contact your child's grade-level counselor.

If the concern or question is not resolved satisfactorily, please contact the vice principal or principal.

If resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools Head of School.

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.

BEFORE & AFTER SCHOOL

School hours & attendance

The school day begins at 7:45 a.m. and ends at 2:30 p.m. It is recommended that students arrive between 7:15 and 7:30 a.m. so that they will have ample time to prepare for the school day. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day.

Before/After School Drop Off & Pick Up

Morning Drop Off

The school has **designated** drop-off times and locations for students. Students should not be dropped off at school prior to 7:00 a.m. Free shuttle service to the campus will be provided from the KS Bus Terminal. See procedures below:

- | | | |
|------------------|-------------|--|
| 7:00 - 7:45 a.m. | K through 2 | K-2 Nahi'ena'ena Island car drop-off/pick up area
Gr 3-6 sibling and Middle School sibling may be dropped off along with a K-2 KES student |
| 6:30 – 7:30 a.m. | 3 through 6 | School St. Bus Terminal located at School St. and Kapālama Avenue (<i>If your child has missed the last 7:30 a.m. shuttle, please proceed to the K-2 Nāhi'ena'ena Island car drop-off/pick up area.</i>) |
| 7:30-7:45 a.m. | 3 through 6 | K-2 Nahi'ena'ena Island car drop-off/pick up area |

Supervision is provided for children arriving via KS buses on campus beginning at 6:45 a.m. You are not allowed to drop off and leave your student before 7:00 a.m. Bringing children to school too early in the morning is **not recommended** since this lengthens the school day for them and may hinder their educational progress. Children who come to school too early often experience fatigue during classes.

Afternoon pick-up

Children who are not supervised in extracurricular activities, study hall/help, or Kama'āina Kids after school care, are required to leave the campus by 2:45 p.m.

- | | | |
|----------------|-------------|--|
| 2:30-2:45 p.m. | K through 2 | K-2 Nahi'ena'ena Island car drop-off/pick up area
If students are not picked up by 2:45 p.m., they will be enrolled in Kama'āina Kids after school care. A \$5.00 drop in charge will be applied. |
| 2:40-3:10 p.m. | 3 through 6 | School St. Bus Terminal
(<i>see procedures below</i>) |

KS Bus Terminal Procedures

The KS bus terminal will be staffed by KES educational support staff, KS security, and a Honolulu Police Department Officer will assist with traffic needs fronting the terminal along Kapālama Street. Students are not allowed to walk to the terminal from campus or vice versa.

Morning drop-off : 6:30-7:30 a.m.

Morning shuttle buses to KES depart the terminal at:

6:55 a.m.

7:05 a.m.

7:10 a.m.

7:20 a.m.

7:30 a.m.

Please **do not** drop off your child earlier than 6:30 a.m. since there will be no supervision prior to that time. For purposes of traffic safety, if you park across the street from the terminal, please use the crosswalk to escort your child across the street and into the terminal.

Afternoon pick up – 2:40-3:10 p.m.

Students must be picked up by 3:10 p.m. Educational assistants will help with loading students in vehicles for the drive through pick up along Kapālama Avenue.

PLEASE ENSURE YOUR CHILD’S NAME PLACARD (to be sent to you this summer) IS CLEARLY DISPLAYED ON THE INSIDE RIGHT CORNER OF YOUR DASHBOARD FOR EFFICIENCY WITH DRIVE THROUGH PICK UP. IF PLACARD IS LOST, PLEASE MAKE A REPLACEMENT.

Parents/guardians wishing to walk in to the terminal to pick up their students will need to park and escort students back to their cars. If students are not picked up by 3:10 p.m., they will be brought back to campus and enrolled in Kama’āina Kids after school care. A \$5.00 drop in charge will be applied.

Important: Please do not jaywalk or double park when in the bus terminal area.

Kamehameha Schools provides bus transportation to keiki living in outlying areas. For details on applying for bus service, see page 41 in the “Bus Transportation” section.

On-Campus Parking

On-campus parking for anyone other than staff is limited to (8) eight “visitor” stalls, located in the Nahi’ena’ena blacktop parking area. We ask for your patience and kōkua to minimize the need to park vehicles in “visitor” marked stalls before and after school. We cannot accommodate parents walking students in to class, joining us for breakfast, and picking students up at the Nahi’ena’ena stairs after school with the limited parking available. If there is chronic disregard for the parking procedures and/or drop off or pick up procedures, parking decals allowing access to the campus may be revoked.

After-school care

If you are unable to pick your child up by 2:45 p.m. you must enroll your child in the campus’ Kama’āina Kids after-school program. The program operates out of the Keku’iapoiwa Dining Hall and offers study time, planned activities and play time from 2:30 – 6:00 p.m. The daily drop-in rate for after-school care is \$5, due at the time of pick-up. This cost is not covered by school tuition or financial aid. Call 842-8042 for enrollment information.

In addition, special after school programs are offered by the school throughout the year. We will send you detailed information prior to the enrollment period.

Transportation changes

Notify the school office of any transportation changes. Notification should be made in writing via a note sent with the child to the teacher, or by phone (842-8383) by 11:00 a.m. on the day of the change. No email communication should be used to submit a transportation change. Changes requested after 11:00 a.m. will only be honored for emergency situations. The office will issue a KES "pass" to the student. This pass documents the change and should be shown to the Educational Assistant on duty after school.

Lost students

The occurrence of a lost child is rare, but when this happens, is troublesome and worrisome for all. In most instances, it is due to a change in transportation procedures that a child usually follows. If your child does not arrive where and/or when expected from school, call the elementary school office at 842-8383 immediately. If the office is closed, call the school security office at 842-8332. School personnel will assist in locating your child.

NOTE: Please let us know immediately if a home, work or emergency contact phone number is changed.

ATTENDANCE

Absences

Please follow the appropriate procedure when the absence occurs:

- 1- Call for each day of absence by 7:45 a.m.
- 2- Be prepared to give your child's name, room number, and reason for absence.
- 3- Parents and students are responsible for obtaining and completing missed assignments. Extended time in school may be necessary for students to complete missed work and/or assessments.

Contact information

- 1- After 6:30 a.m. and before 7:45 a.m. call 842-8383
- 2- After office hours call the 24-hour hotline at 842-8384

If your child leaves school before 11:00 a.m. it will be counted as an absence.

Absences for reasons other than for illness or injury are not encouraged. If unavoidable, please follow the procedures below:

- 1- Requests for planned absences must be submitted to the school office via the School Leave Eligibility Form (see appendix) at least two weeks prior to the date of absence.
- 2- Your child's teacher(s) will determine the level of impact the absences will have on his/her academic progress.
- 3- Based on that information the vice principal will approve or disapprove days pertaining to your leave request.
- 4- Parents and students are responsible for obtaining and completing missed assignments. Extended time in school may be necessary for students to complete missed work and/or assessments.

Returning After Illness or Injury

Students must be fever free for 24 hours without medication before returning to school. All students returning to school after an absence for illness or injury must readmit through Kalanimōkū Dispensary if:

- The absence is for three or more days; or
- The absence is for fewer than three days and
 - The student saw a health care provider during that period; or
 - The student has any medical restrictions requiring an off activity pass.

A healthcare provider's note is required for any absence of three or more days or any off activity pass lasting more than three days.

Tardies

School starts at 7:45a.m. Students are expected to be punctual, which means they must be in their classrooms ready to learn when school begins. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. If your arrival will be after 8:00 a.m. when the campus gates are closed, please call the KES office at 842-8383 to request access to campus.

Early Dismissal

If it is necessary for a student to leave campus during the school day, parents must notify the school office to obtain security clearance to enter campus and sign their student out at the office. The office will issue a pass that parents should present to the gatehouse upon leaving campus. Students that leave prior to 11:00 a.m. will be marked absent for the day.

Excessive Absences/Tardies

Being present in school allows students to benefit from diverse experiences that develop understanding of concepts and skills through, engaging learning activities, collaboration with fellow classmates, and participation in class discussions and project work. Excessive absences and tardies can hinder your child's academic and social progress. To this end, Administration will review problematic attendance records. Collaboration with parents will be sought to remedy the situation. Chronic absenteeism and tardiness may be referred to the outreach counselor for additional support. Attendance Probation is another consideration for chronic attendance issues. Continued enrollment at KES could be jeopardized should a problematic attendance pattern continue.

Leaves of Absence

Students who need to leave Kamehameha to address special needs or concerns may be granted a maximum of one year's leave of absence. Parents must submit a written request to the principal prior to the leave. Requirements for requesting an option to apply for reenrollment via the principal's office for the campus to which the student is returning will be outlined if the approval is given for the leave and is subject to space availability.

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
- Family relocation for military or employment reasons on a limited 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.

DAY-TO-DAY STUDENT LIFE

Dress code & appearance

All students are required to wear uniforms on a daily basis and must meet the dress and appearance standards outlined below. Your child's teacher or the school office will notify you of any exceptions to the dress code.



Please check that your child's uniform is properly worn: Shirts must be tucked in and belts must be worn with shorts or slacks (exception: belts optional for grades K-2). Belt ends should not hang in front of pants; belt ends can be tucked into shorts/pant loops or canvas belts can be cut to fit the child properly.

BOY'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

Walk shorts - navy blue twill, pleated, without cuffs

Pants – navy blue twill, pleated

Shirts – polo-style, sky blue, royal blue, white

Shoes – athletic covered shoes

Socks – matching athletic

Belts – blue, brown, black, white or khaki any style (grades 3-6) – optional for grades K-2

Special event attire

On special days of the year, such as Founder's Day, boys should wear the following clothing combination:

Pants – long, navy blue twill, pleated

Shirt – white polo

Athletic shoes (black, blue, navy white, or gray), white socks & belt

Aloha attire

Guidelines for proper aloha attire for special events are as follows:

Uniform bottoms (as designated by event)

Aloha shirt

Athletic or dress shoes, socks & belt

Outerwear

Approved outerwear includes jackets, cardigans or sweatshirts in any color or design.

Outerwear is to be free of inappropriate logos and images.

Hair

Hair shall be clean and neatly groomed. Hair should not touch the top of the shirt collar, fall below the eyebrows, or fall below the bottom of the earlobe. Unconventional and trendy haircuts (including shaved heads and mohawks) and hair coloring in a color other than the child's natural hair color are not allowed.

Earrings are not allowed.

GIRL'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

Skirt – navy blue 4-pleat

Walking shorts – navy blue twill, cuffed

Skort –navy blue tropical weight, elastic waist

Pants – navy blue twill, pleated

Shirts – sky blue, royal blue, white in polo style

Shoes – athletic covered shoes

Socks – matching athletic

Belts – blue, brown, black, white or khaki any style (grades 3-6) – optional for grades K-2

Special event attire

On special days of the year, such as Founder's Day, girls should wear the following clothing combination:

Skirt – navy blue, 4-pleat

Shirt – white polo

Athletic shoes (black, blue, navy white, or gray), white socks & belt

Aloha attire

Guidelines for proper aloha attire for special events are as follows:

One-piece dress

Two piece aloha wear outfit

Aloha print top with uniform bottoms

No spaghetti straps or halter tops

No form-fitting dresses

Must not be shorter than fingertips while standing

Sandals or shoes are permitted, but no high-heeled or platform shoes. Shoes must have a back strap.

Outerwear

Approved outerwear includes jackets, cardigans or sweatshirts in any color or design.

Outerwear is to be free of inappropriate logos and images.

Hair

Hair shall be clean and neatly groomed. Unconventional and trendy haircuts (including shaved heads, hair attachments and clips) and hair coloring in a color other than the child's natural hair color are not allowed. Hair should be kept out of the eyes.

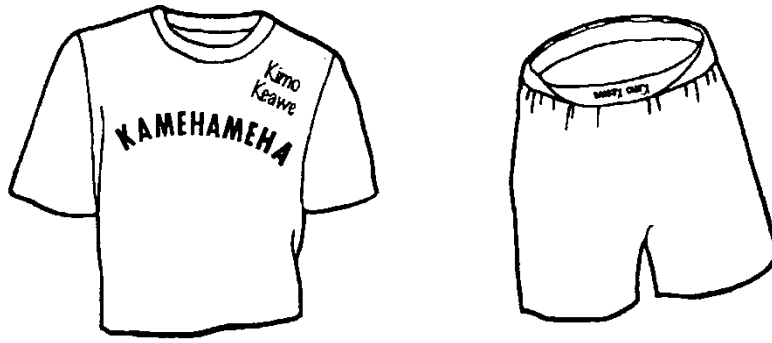
Earrings, jewelry, make-up

To avoid injury, no dangling earrings are allowed. Wearing of other distracting or expensive jewelry is also not allowed. Make-up, colored nail polish and false nails are not allowed.

Additional dress requirements for boys and girls

Physical education attire

Students in grades 4-6 need to wear P.E. shirts and shorts for P.E. classes. For swim classes, all girls are required to wear a one-piece swimsuit. Students names need to be on the front upper left hand side of their shirt and on the inside of the waist band of the shorts. P.E. uniforms can only be purchased at the Kamehameha Schools Store located on the second floor of 'Akahi Building. Please be sure your child has their uniform by the first day of school.



Field trips etc.

For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear. T-shirts must present a positive, non-controversial message. Regular uniforms should be worn unless the child's teacher indicates otherwise.

Free-dress day

Students whose families donate uniforms to the Association for Teachers and Parents through the elementary school office will receive a ticket that they may redeem with their teachers on free-dress days. On the last Thursday of each month, or as otherwise stated, students who have donated uniforms may choose to wear non-uniforms, but appropriate clothes of their own selection.

Free-dress choices may consist of:

Casual shorts (must be fingertip length, no short-shorts)

Jeans (skinny jeans or leggings must be worn with a top that reaches mid-thigh length)

Capri pants, skirts or skorts for girls

Polo shirts, blouses, or T-shirts (without controversial logos or messages)

Socks and athletic shoes

Spare clothing

All kindergarten, 1st and 2nd grade students must keep a complete change of non-uniform clothing including socks at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school. It is recommended that kindergarten students wear Velcro or zipper-fastened shoes until they are taught to tie shoe laces on their own.

Purchasing uniforms/uniform exchange

Mills is the current uniform vendor for Kamehameha Schools. The company's distribution center is located at Dole Cannery, 650 Iwilei Road, Suite 180. Store hours are from 10:00 a.m. – 6:00 p.m., Tuesday through Friday and 10:00 a.m. – 4:00 p.m. on Saturday. Additional summer hours from mid July through mid August will include 10:00 a.m.-4:00 p.m. Sunday. For more information, call 547-2070 or visit www.millswear.com – (Kamehameha's school code is #747).

Gently used uniforms can 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 842-8675 during store hours, or KES PAR staff at the KS Parent and Alumni Relations Office at 842-8659.

IMPORTANT: Please write your child's name on the inside of all garments to make it easier for you to claim them if they are lost.

Meals & snacks

Breakfast

All students should eat a healthy breakfast before attending school. The school provides a breakfast program in Keku'iapoiwa Dining Hall every morning from 6:45 to 7:30 a.m. beginning on the first day of school. Though not covered by tuition or financial aid, the cost of the breakfast is an excellent value. Students may purchase breakfast with cash or may purchase a breakfast card for multiple days. Information on breakfast is sent home at the beginning of the school year.

Snack

Students are offered milk and crackers as their morning snack. For those allergic to milk, juice is available with doctor's certification only. This snack is not intended as a substitute for breakfast. It is important that your child have breakfast each day in order to function properly during the morning. If for some reason you need to send a snack with your child (for after school or the emergency morning when your child has missed breakfast), please send only nutritious snacks.

KES is a peanut free campus. Due to the dietary restrictions of some of our students, please read food labels carefully and **DO NOT** send foods made with peanuts and/or peanut products to school. Due to various allergies, students are not allowed to share snacks with other students.

Lunch

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

Special diets

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

Birthdays and Outside Snacks

To ensure our students' safety and well-being while in our care, we require that all snacks and other foods brought from home to celebrate a child's birthday or any other occasion be commercial products prepared in a certified kitchen. Homemade foods cannot be shared with other students. Please read food labels carefully to ensure that foods are peanut-free. There are other allergens to consider, so please contact your child's teacher in advance to plan for birthdays. We discourage distribution of invitations for out-of-school parties. Delivery and distribution of balloons and flowers is not permitted.



Kapu items

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

Toys, hand held video games, or play equipment (footballs, baseballs, hacky sacs, kendamas, etc.) except at the request of teachers

DS, iPod, iPad, electronic devices or cameras except at the request of teachers

Gum, candy, soda

Unnecessary money

Weapons or any other objects that can cause injury

Flammable materials - matches, fireworks, poppers

Please note: the school will not be responsible for loss or theft of kapu items.

If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Money for items being sold by the school is always collected before 8:30 a.m. so that children will not have to be responsible for it during the day.

Cell phones

Cellular phones have become prevalent as security measures for families. However, students have access to phone lines if communication with parents/guardians is required. While on Kamehameha Schools property and under supervision of KES staff, cell phones must be powered off and securely stored unless otherwise directed by a staff member. If a student is found to be using his/her cell phone without explicit permission, it will be confiscated. The phone will be returned to the student at the end of the day or at the end of the next day if the phone was confiscated after the dismissal bell.

Students that chronically violate the cell policy will be referred to the school office for more serious discipline. In these cases, cell phones will be confiscated and held for pick-up by parents at the school office.

The school will not be held responsible for loss or theft of cell phones.

Lost & Found

There is a lost and found area across from the elementary school office. In order to identify lost items easily, your child's name should be clearly marked on all personal belongings that are brought to school. Several times during the year, unclaimed articles are donated to the school thrift shop.

Library Information

The Hi'ilei Media Center is a place for quiet reading, researching and creating. There are two librarians and a library assistant to service our students. Students may use designated computers to print their school work, come in during recess(es) and enjoy a variety of activities. Hours of operation are 7:15 a.m. – 3:15 p.m. during regular school hours and is closed on school holidays and weekends.

Materials may be borrowed for approximately ten days. (Reference books cannot be borrowed.) A fee of five cents per day is charged on all overdue library books not to exceed the original cost of the book. Lost or damaged books will be charged to the student account. Replacement cost includes non-refundable \$5 service charge. The deadline to return all library materials is two weeks prior to the end of the school year – NO EXCEPTIONS. Students with outstanding materials at the end of the school year will be charged at the following non-refundable rates:

- \$30.00 – Hardcover books (\$25.00 book + \$5.00 service charge)
- \$15.00 – Paperback books (\$10.00 book + \$5.00 service charge)
- \$5.00 – Magazines (no service charge)

School store

The school store is located on the second floor of 'Akahi Building and is open from Monday-Friday from 7:00 a.m. to 3:30 p.m. Purchases at the store can be made by cash, Visa or Mastercard.

A COMMITMENT TO APPROPRIATE CONDUCT

Mōhala i ka wai ka maka o nā pua.

Unfolded by the water are the faces of the flowers

Flowers thrive where there is water as thriving people are found where living conditions are good.

To ensure a loving, safe, and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit to a discipline process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

The Kamehameha Schools believes in a positive, progressive approach to discipline by which the kuleana, ho'oulu, and appreciation of the student is facilitated through critical reflection. By way of this approach students are handled with compassion as we seek to restore mind, body, and spirit.

We believe in...

- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses best practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of grade level/outreach counselors and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multitier approach for student support

Ka Loina Lawena Pono

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

A Commitment to Appropriate Conduct

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

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, the 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 Commitment to Appropriate Conduct 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.

Citizenship Behavior

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

The KS Commitment to Appropriate Conduct process is designed to teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events.

Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

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.

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

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

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

- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

LEVEL 2

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

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

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

- Continue more stringent Level 1 consequences
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Extended restriction of school issued computer or electronic device usage
- Suspension
- 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, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 4

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

Infractions – Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- 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

- Serious misuse of school electronic devices, including computers.
- Extortion
- Serious sexual misconduct

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

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

LEVEL 5

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

Infractions – Examples include, but are not limited to:

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

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

- Continue more stringent Level 1, 2, 3 and/or 4 consequences

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

Pu'uhonua

Students who admit to a Vice Principal, Director of Boarding, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer of will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

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

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

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

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

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

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 or 842-8332.

Campus access procedures:

Beginning with the 2009 – 2010 school year, new security procedures will be implemented which will impact all staff members, residents, parents, alumni and visitors on the Kapalama campus. Access to the campus will be strictly controlled from 8AM to 2PM and 10PM to 5 AM during regular school days of the regular school year (August through May). Procedures will not be in effect during Summer School.

The new campus access procedures are as follows:

- New Kapālama parking decals shall be issued to parents/legal guardians and sponsors.
- All vehicles shall permanently affix the decal to the inside of the front windshield in the lower left hand corner and all occupants must show a valid photo ID.
- Visitors must make arrangements with their respective campus offices 24 hours in advance via phone and/or email.
- Upon arrival, all visitors shall report to the designated campus office.
- Visitors will be issued a visitor pass which must be worn for the duration of their visit.
- Prior to departure, visitors shall check out at the designated campus office.
- Offices shall notify the Gate House if a visitor does not show up.
- Parents dropping off tardy students shall be stopped and shall contact the school office for authorization to enter. The school office may call the Gate House directly to authorize access.
- Parent Volunteers shall be allowed access if they have the parking decal, KS parent volunteer ID card and a valid photo ID.

Policy on Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Infractions & Unlawful Activity

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the Principal or designated school administrator's office 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. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. 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, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the Principal or designated school administrator'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.

Hi'ikua helpline

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com
- Toll free: 1-844-284-2640

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action.

Off-limit areas of campus

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

Areas where construction is in progress, including buildings undergoing renovation.

Parking lots

Dormitory areas (off-limits to both boarding and day students)

Middle and high school campuses (grades 7 through 12), unless prior approval has been obtained.

Forest areas.

Any other areas deemed unsafe by KS faculty or staff.

Visitors & volunteers

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

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

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential

file in the principal's or his/her designee's office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS' request volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

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

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

Securing valuables

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

Right to search

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

Reporting child abuse &/or neglect

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

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

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

Changes in your child's custodial status

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

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

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

Island-wide emergencies

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

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

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

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSSK 590 AM; KCCN 1420 AM; 92.3, I-94 and 93.9 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. The following are evacuation centers by grade level:

<u>Grade Level</u>	<u>Evacuation Center</u>
Ulupono Preschool	Kekūhaupi'o Gym
Grades K-3	Keku'iapoiwa Dining Hall
Grades 4-6	Keku'iapoiwa Dining Hall
Grades 7-8	Kekūhaupi'o Gym-main floor

Grades 9-10
Grades 11-12

Kekūhaupi'o Gym-main floor
Ke'elikōlani Auditorium

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

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

If you have questions about the KS emergency response plan, call the elementary school office at 842-8383.

STUDENT HEALTH

Health Services

The Mālama Ola Health Services Department (HSD) provides healthcare services to students. The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community. All health rooms are staffed by a Registered Nurse who may be supported by a Medical Assistant.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Kamehameha Schools also does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

Hours of Service

The HSD provides health services to Kapālama students Monday through Friday from 7:30 a.m. to 3:30 p.m. at the following locations:

- High School: At Hale Ola Building. 842-8075
- Middle School Dispensary: Located in the Kaoleioku Building. 843-3459
- Elementary School Kalanimōkū Dispensary: Located across from the Keku'aiapo'iwa Dining Hall. 842-8606.

There is no charge for students to be seen at Hale Ola or either Dispensary.

Our HSD provides clinical assessments, first aid, and initial urgent/emergency care, as defined below:

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking a pertinent history and physical examination to determine the health problem.
- First aid is the provision of healthcare for minor conditions identified through the clinical assessment. The nurses follow treatment protocols as approved by the Kamehameha schools Medical Director.
- Initial care for urgent/emergent conditions is the provision of available healthcare services to help stabilize the serious condition until more definitive care can be received at a setting that can provide a higher level of care.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is referred to an outside physician or facility by the Dispensary, a referral letter will be provided to parents by the Dispensary 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.

Returning after illness or injury

All students returning to school after an absence for illness or injury must readmit through the Kalanimōkū Dispensary if:

- The absence is for three or more days; or
- The absence is for less than three days and
 - The student saw a healthcare provider during that period; or
 - The student has any medical restrictions requiring an off activity pass.
- The student returns to school with medical restrictions of any kind regardless of the number of days absent.

A healthcare provider's note is required for any absence of more than three days

Medication Administration

For any medication prescribed by a healthcare provider that a student will have on campus, a completed Request for Administration of Medication (RAM) form must be submitted to the Middle School Dispensary. If the healthcare provider indicates on the RAM form that the student can self-administer the medication, then the student may be allowed to keep the medication, subject to concurrence by the Medical Director or his designee. However, the Dispensary must possess and dispense any controlled medication/substance even if the student is able to self-administer. If the RAM form does not indicate that a student can self-administer the medication, then it will be dispensed by the Dispensary. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. KS is not responsible for reminding students to take or report for their medication.

Contacting Parents

In cases of emergency or if a child needs to be picked up from school, the Dispensary staff 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 their condition prevents them from returning to class or participating in a school-related activity. Conditions such as, but not limited to::

- A temperature of 100°F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea

IMPORTANT: Please notify the elementary school office immediately of a change of address or phone number. Call 842-8383.

Health Records

The HSD maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, as well as a chronological account of each visit to the Dispensary. Parents are responsible for immediately informing the Dispensary of changes in student health record information immediately by calling 842-8606.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority. Student health records are considered confidential with information disclosed externally to authorized individuals and healthcare providers, and information is shared internally when there is a legitimate educational impact.

Student Accident Insurance

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

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from its School Street bus terminal for all K-12 students living in rural and outlying areas of O'ahu. Shuttle busses transport students between the bus terminal and campus both before and after school. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

Authorization for bus transportation is made by the KS Transportation Department. All requests for service or change of service shall be addressed to this office (842-8329)

Application & fees

Bus transportation applications to and from campus for rural and outlying areas are mailed to all parents. Applications should be completed and returned to KS by the due date. All riders are required to attend an orientation meeting to be held prior to the start of the school year in order to receive final confirmation of bus ridership. Information regarding the cost of bus service for the 2016-2017 school year, is available through the KS Transportation Department. The bus service annual fee is NON-REFUNDABLE. Cost for transportation is subject to change.

Bus passes

Student identification cards will serve as student bus passes. A special graphic will be used to identify authorized bus riders on student ID cards. Temporary bus passes will be issued by the KS Transportation Department until school ID cards are completed. The temporary passes will be mailed to parents, along with the bus schedule, in August. If a student forgets his/her ID, they must sign out a duplicate from the elementary school office for use at no charge if returned within 24 hours. If the duplicate is not returned within 24 hours, the student's account will be charged \$10.

Transportation plan changes

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the school office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call by **11:00 a.m.** is also satisfactory (842-8383). If parental notification is not received, transportation arrangements for a child may not be changed.

If a parent decides to withdraw a student from bus service, the Transportation Department must be notified in writing, and the student's bus pass must be returned.

Bus Transportation to and from campus

KS transports students to and from school in a Type I or Type II school bus as defined in applicable DOT administrative rules and regulations governing pupil transportation. Bus transportation to and from campus is available for students living in rural and outlying areas. Students are issued bus passes for the summer school program. **PASSES ARE NON-TRANSFERABLE.** Bussing is also provided on a limited basis for field trips and other KS-sponsored events and activities.

Drop-Off & Pick-up from Bus Sites

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

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 faculty are riding the bus, they shall assist the driver with the supervision of students.

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

1. Before boarding the bus students shall:

- a. Use the restroom. The bus will not make restroom stops enroute.
- b. Be on time at the designated school bus stop to help keep the bus on schedule.
- c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or 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 Summer School Coordinator. Division Coordinators 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.

BUSINESS MATTERS

Tuition & fees

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

Payment of bills

Information on where to send payments was included with your Enrollment Agreement. All payments must be kept current. Students whose accounts are not paid in full by March 31 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 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 during the school year 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
- 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. 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, 2016, 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

Financial aid for summer school

Not all students receiving KS financial aid during the 2016-2017 school year will be eligible for financial aid if attending KS 2017 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2016-2017 school year.

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 elementary school office in writing **IMMEDIATELY**, if your home address or phone numbers change – including home, business and cell phone numbers.

TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- **Teacher's email:** Teacher's email addresses can be found on the KES Kapalama School's Web site at blogs.ksbe.edu/kes/. Click on "Teacher and Class Blog" link on the site's home page.
- **KS Connect:** KS Connect (<http://connect.ksbe.edu/>) is a web-based system used to monitor student 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 email accounts they will be given access to KS Connect. Parents will receive information when their child enters KES Kapalama Schools either during orientation or in the mail.
- **KES Kapalama School Web site:** The KES Kapalama School's Web site can be found at: blogs.ksbe.edu/kes/. 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.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their child(ren)'s grade level unit office so that the same information may be sent to them via U.S. mail.

Use of KS Mobile Devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in disciplinary action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at <http://connect.ksbe.edu>.

Guidelines for the proper use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended will be taken to the Vice Principal's office and a search conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup school work data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision. To view a list of these approved web tools visit: <http://blogs.ksbe.edu/hesipad/web-tools/> .
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.
 - Print all assignments in black and white, unless given approval to print in

color by their teacher.

- KS does not provide technical support for printing at home.
- Do not clear your devices' internet browser history.
- Really Simple Syndication (RSS) feeds may only be used with teacher permission.
- Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
 - If a student's use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
 - Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the proper use of the KS System

When using the KS System you must observe the following practices:

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- 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.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- 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 your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Do not share photos, lifestyle and other personal information on social media sites.
- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

Use the KS System in a manner that does not harm the KS Network

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.
- 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.
- 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.
- Do not use the KS system to harm others, alter other people’s materials, or misrepresent your identity.

Obey Copyright and Trademark Laws

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, 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.

Disclaimer of Content transmitted over the KS Network

- No confidentiality or privacy in Content
- All KS systems, including its email system, may be monitored by authorized school officials from time to time for educational purposes, and therefore there is no guarantee that the content provided over the system is in anyway deemed private or confidential. System users may not claim copyright ownership rights over this content.

No warranty of service or accuracy/integrity of content of the KS System

- KS makes no warranty for the service that it is providing.
- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.
- KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, misdeliveries or service interruptions.

School-Issued Electronic Devices

In addition to the tri-campus Technology Acceptable Use policies noted above, KES requires students to adhere to the following rules to ensure safe and ethical use of school-issued electronic devices.

- Do not empty the device's trash without direct permission from a KES staff member
- Do not create hidden or deceptive storage systems, such as hidden folders, complex nested folders, mislabeled items, etc.
- Do not navigate the Internet via undetectable browsers such as Chrome Incognito
- Do not use devices while being transported on KS buses or vehicles

APPENDIX

TRUSTEES AND ADMINISTRATORS

BOARD OF TRUSTEES

Corbett A. K. Kalama, Chairman
Michael Alike Kāne, Vice Chairman
Lance Keawe Wilhelm, Vice Chairman
Robert W. K. Nobriga, Secretary/Treasurer

CHIEF EXECUTIVE OFFICER

Livingston “Jack” Wong

EXECUTIVE LEADERSHIP

Kevin Cockett, *VP of Community Relations and Communications*
Kā’eo Duarte, Ph.D., *VP of Community Engagement and Resources*
Darrel R. Hoke, *VP of Administration*
Lauren S. Nahme, *VP of Strategy and Innovation*
Eric H. Sonnenberg, *VP of Legal Services and General Counsel*
Holoua Stender, D. Ed.D., *VP of Campus Education*
Scott Topping, *VP Finance and Chief Financial Officer*
Dustin Clevenger, *Internal Auditor*
Walter Thoemmes, *Chief of Staff*

KE ALI’I PAUAHI FOUNDATION

Pono Ma`a, *Interim Executive Director*

Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

I mua Kamehameha

Written and Composed by Charles E. King

Copyright 1928 Charles E. King Music Co.

I mua, Kamehameha ē	<i>Forward Kamehameha</i>
A lanakila 'oe	<i>Until you have gained the victory</i>
Paio, paio like mau	<i>Go forward, strive, strive in unity</i>
I ola kou inoa.	<i>That your name may live</i>
Ka wā nei hō'ike a'e 'oe	<i>Go forward</i>
'A 'ohe lua ou.	<i>This is the time for you to reveal</i>
E lawe lilo ka ha'aeo	<i>That there is none to compare with you</i>
No Kamehameha ē.	<i>Take the victory with pride for Kamehameha</i>



Kamehameha Schools Kapālama

2016-2017 School Year Calendar



Approved 3-11-16

	S	M	T	W	Th	F	S	
								July 22
								July 27
								July 28
								July 29
								August 1
								August 2
July	17	18	19	20	21	22	23	August 4
	24	25	26	27	28	29	30	August 5
Aug.	31	1	2	3	4	5	6	August 7
	7	8	9	10	11	12	13	August 9
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	August 10
Sept	28	29	30	31	1	2	3	September 2
	4	5	6	7	8	9	10	September 5
	11	12	13	14	15	16	17	September 12
	18	19	20	21	22	23	24	October 2
Oct	25	26	27	28	29	30	1	
	2	3	4	5	6	7	8	October 13
	9	10	11	12	13	14	15	October 13-17

FIRST QUARTER ENDS OCTOBER 12, 2016

								October 18
	16	17	18	19	20	21	22	School Resumes;
	23	24	25	26	27	28	29	MS Back-to-School Day #2
Nov.	30	31	1	2	3	4	5	K-12 Early Release, 12:30 pm Dismissal for Students
	6	7	8	9	10	11	12	Veterans' Day Holiday
	13	14	15	16	17	18	19	November 24-25
	20	21	22	23	24	25	26	December 2
Dec	27	28	29	30	1	2	3	December 2 and 3
	4	5	6	7	8	9	10	HS Christmas Concert
	11	12	13	14	15	16	17	December 14-16
	18	19	20	21	22	23	24	December 19
	25	26	27	28	29	30	31	December 20 - Jan. 8

SECOND QUARTER AND FIRST SEMESTER ENDS DECEMBER 19, 2016

								January 5-6
	1	2	3	4	5	6	7	K-12 Teacher In-Service Day, No School for Students
	8	9	10	11	12	13	14	January 9
	15	16	17	18	19	20	21	School Resumes
	22	23	24	25	26	27	28	January 16
Feb.	29	30	31	1	2	3	4	Dr. Martin Luther King, Jr. Day Holiday
	5	6	7	8	9	10	11	January 25
	12	13	14	15	16	17	18	Charles Reed Bishop Founder's Day
	19	20	21	22	23	24	25	February 3
	26	27	28	1	2	3	4	ES Parent-Teacher Conferences, No School for ES Students
Mar.	5	6	7	8	9	10	11	February 17
	12	13	14	15	16	17	18	K-12 Teacher In-Service Day, No School for Students
	19	20	21	22	23	24	25	February 17-20
	26	27	28	1	2	3	4	Boarder Common Weekend (4 days)
	5	6	7	8	9	10	11	February 20
								Presidents' Day Holiday
								February 24
								K-12 Early Release, 12:30 pm Dismissal for Students
								February 25
								ATP Ho'olaule'a

THIRD QUARTER ENDS MARCH 10, 2017

								March 17
	12	13	14	15	16	17	18	HS Song Contest (Full Day for Teachers)
	19	20	21	22	23	24	25	March 18 - April 2
	26	27	28	29	30	31	1	Spring Break
April	2	3	4	5	6	7	8	March 27
	9	10	11	12	13	14	15	Prince Kūhiō Day Holiday (Observed)
	16	17	18	19	20	21	22	April 3
	23	24	25	26	27	28	29	School Resumes
May	30	1	2	3	4	5	6	April 14
	7	8	9	10	11	12	13	Good Friday Holiday
	14	15	16	17	18	19	20	April 16
	21	22	23	24	25	26	27	Easter Sunday
	28	29	30	31	1	2	3	K-12 Early Release, 12:30 pm Dismissal for Students
June								May 23 -25
								High School Final Exams
								May 25
								LAST DAY OF SCHOOL FOR GRADES K-11
								(11:30 am Dismissal for Students; Full Day for Teachers)
								May 26
								LAST DAY OF SCHOOL FOR GRADE 12 (Full Day for Teachers)

FOURTH QUARTER AND SECOND SEMESTER ENDS MAY 26, 2017

								May 27
	4	5	6	7	8	9	10	Baccalaureate; Last Day of HS Dorm Advisor Responsibility (Full-Day Workday)
	11	12	13	14	15	16	17	May 28
	18	19	20	21	22	23	24	Commencement
	25	26	27	28	29	30		May 29
								Memorial Day Holiday
								May 30-31
								K-12 In-Service/Teacher Meetings
								May 31
								Last Day of Teacher Responsibility (Full-Day Workday);
								Last Day of MS Dorm Advisor Responsibility (Full-Day Workday);
								Last Day of ES EA and MS EA Responsibility (Full-Day Workday);
								Last Day of MS and HS Counselor Responsibility (Full-Day Workday);
								June 2
								June 5
								June 7
								Last Day of HS Department Head Responsibility (Full-Day Workday);
								Last Day of ES Counselor Responsibility (Full-Day Workday)

- TEACHER WORKDAY
- K-12 EARLY RELEASE 12:30 PM DISMISSAL FOR STUDENTS
- NO SCHOOL / HOLIDAY
- ELEM. PARENT-TEACHER CONFERENCES
- HIGH SCHOOL PROFESSIONAL DEV. DAY

Important Dates for Boarders

August 7	All Grades 7, 9 and New 10-12 Boarders Report
August 9	All Returning Boarders Report (Grades 8 and 10-12)
February 17-20	Boarder Common Weekend (4 days)

**KAMEHAMEHA ELEMENTARY SCHOOL
SIX DAY CYCLE FOR ACADEMIC YEAR 2016-2017**

<u>DAY 1</u>	<u>DAY 2</u>	<u>DAY 3</u>	<u>DAY 4</u>	<u>DAY 5</u>	<u>DAY 6</u>
Aug 10	Aug 11	Aug 12	Aug 15	Aug 16	Aug 17
Aug 18	Aug 22	Aug 23	Aug 24	Aug 25	Aug 26
Aug 29	Aug 30	Aug 31	Sept 1	Sept 6	Sept 7
Sept 9	Sept 12	Sept 13	Sept 14	Sept 15	Sept 16
Sept 19	Sept 20	Sept 22	Sept 23	Sept 26	Sept 27
Sept 29	Sept 30	Oct 3	Oct 4	Oct 5	Oct 6

FIRST QUARTER ENDS Oct 11

Oct 18	Oct 19	Oct 20	Oct 21	Oct 24	Oct 25
Oct 27	Oct 28	Oct 31	Nov 1	Nov 3	Nov 4
Nov 7	Nov 8	Nov 9	Nov 10	Nov 14	Nov 15
Nov 17	Nov 18	Nov 21	Nov 22	Nov 23	Nov 28
Nov 29	Nov 30	Dec 1	Dec 5	Dec 6	Dec 7
Dec 8	Dec 9	Dec 12	Dec 13	Dec 14	Dec 15

SECOND QUARTER ENDS Dec 19

Jan 9	Jan 10	Jan 11	Jan 12	Jan 13	Jan 17
Jan 18	Jan 19	Jan 20	Jan 23	Jan 24	Jan 26
Jan 27	Jan 30	Feb 6	Feb 7	Feb 8	Feb 9
Feb 10	Feb 13	Feb 14	Feb 15	Feb 16	Feb 21
Feb 23	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3
Mar 6	Mar 7	Mar 8	Mar 10	Mar 13	Mar 14

THIRD QUARTER ENDS March 14

Mar 15	Mar 16	Mar 17	Apr 3	Apr 4	Apr 5
Apr 6	Apr 7	Apr 10	Apr 12	Apr 13	Apr 17
Apr 18	Apr 19	Apr 20	Apr 21	Apr 24	Apr 25
Apr 27	Apr 28	May 1	May 2	May 3	May 4
May 8	May 9	May 10	May 11	May 12	May 15
May 16	May 17	May 18	May 19	May 22	May 23

FOURTH QUARTER ENDS May 26

LA NO`ONO`O (Reflection Days):

Aug 19	Sept 8	Sept 28	Oct 26	Nov 16	Dec 2
Dec 16	Jan 25	Feb 22	Mar 9	Apr 11	May 5

EARLY RELEASE DAYS:

Sept 21	Nov 2	Feb 24	Apr 26
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ENRICHMENT DAYS:

Oct 7	Oct 10	Oct 11	Jan 31	Feb 1	Feb 2
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Zero Days:

Aug 9	Dec 19	May 24	May 25
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NO SCHOOL DAYS:

Sept 2	K-12 Inservice Day	Jan 16	Martin Luther King Jr Day
Sept 5	Labor Day Holiday	Feb 3	Parent Conference Day
Oct 12	Parent Conference Day	Feb 17	K-12 Inservice Day
Oct 13	K-12 Inservice Day	Feb 20	President's Day Holiday
Oct 13-17	Fall Break	March 18-Apr 2	Spring Break
Nov 11	Veteran's Day Holiday	Mar 27	Kuhio Day
Nov 24-25	Thanksgiving Holiday	Apr 14	Good Friday
Dec 20-Jan 8	Christmas Vacation	Apr 16	Easter
Jan 5-6	Teacher Inservice Days	May 29	Memorial Day