KAMEHAMEHA SCHOOLS KAPĀLAMA
MIDDLE SCHOOL ADMINISTRATION

Dr. Taran Chun
Poʻo Kula

Kula Gaughen-Haili
Interim Principal

Rob Hesia
Interim Vice Principal

TEAM LEADERS
Gail Vannatta – Student Activities Coordinator
Tatiana Fox – Instructional Observer
Karen Alamida – Pūʻulu Koa
Pohai Nomura - Pūʻulu Lehua
Renade Kaneakua - Pūʻulu ‘Ohe
Kim Terai, - Pūʻulu Olonā
Eric Kane - Pūʻulu Kauila
Lauaʻe Gouveia – Pūʻulu Kukui
Christy Mishina - Pūʻulu Lama
Jacqui Savage - Pūʻulu Olopua
Wade Inn – Encore classes
Koy Omo - PE
Maka Valdez – Languages

CLASS ADVISORS
Gay Murakami, Grade 7
Melissa Kama, Grade 8
CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapalama Middle School
2125 Ali‘i Road Honolulu, HI 96817
Office hours: 7:15 a.m. to 4:00 p.m., M-F
http://kapalama.ksbe.edu/middle/home/

Interim Principal  Kula Gaughen-Haili  842-8366  kugaughe@ksbe.edu
Interim Vice Principal  Rob Hesia  843-3514  rohesia@ksbe.edu
Student Activities Coordinator  Gail Vannatta  843-3476  gavannat@ksbe.edu

Middle School Office
◇ Messages & general information  842-8365
◇ Attendance line (24 hr.)  842-8364
◇ Fax number  845-7234
◇ Lost & Found  843-3514

Middle School Counselors:
◇ Stacey Makanui (A-G)  842-8572  stmakanu@ksbe.edu
◇ Kimo Saito (H-M)  843-3469  jasaito@ksbe.edu
◇ Trent Koide (N-Z)  842-8484  trkoide@ksbe.edu
◇ Corinne Matsumoto (Outreach Counselor)  843-3470  comatsum@ksbe.edu
◇ Udella Auyoung (Outreach Counselor)  842-8420  udauyoun@ksbe.edu

Other important phone numbers:

Admissions  842-8800  Hale Ola Infirmary  842-8075
Athletics  842-8936  Kekūhaupi‘o Gym  842-8342
Band Room  842-8488  Keli‘imaika‘i Learning Ctr.  842-8642
Boarding  843-3567  Midkiff Learning Center  842-8338
Book Store  842-8991  Orchestra Room  842-8629
Cashier  842-8308  Parent & Alumni Relations  842-8444
Chapel  842-8204  Pool  842-8128
Ka‘ōleiokū Dispensary  843-3459  Security  842-8320
Financial Aid & Scholarships  534-8080  Transportation  842-8329

Kamehameha Schools toll-free phone number:  1-800-842-IMUA

For more information on Kamehameha Schools campuses and programs, visit the KS Web site at www.ksbe.edu.
Legacy of Ke Aliʻi Pauahi

Ke Aliʻi 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, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Aliʻi 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 Aliʻi 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 Hawaiʻi. 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 Oʻahu, Maui and Hawaiʻi Island with a total enrollment of 5,500 keiki. It also operates 29 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

Christian and Native Hawaiian cultural values and practices and service learning are integral to KS programs both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.
KAMEHAMEHA SCHOOLS KAPĂLAMA
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.”
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 Aliʻi 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 (ʻIke Hawaiʻi) and rooted in their mother tongue (ʻŌlelo Hawaiʻi), will continue to thrive in a living culture (Nohona Hawaiʻi) enabling them to compete globally in ways that contribute to and enrich humankind.

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 Aliʻi 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 naʻauao*, 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 *hoʻomau*, persevere, with *haʻahaʻa*, humility, in all that we do.
OUR PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

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

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

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

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

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.
Therefore, Kamehameha Schools program will:
- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their ‘ohana, the community and the world.

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

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

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

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

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

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

Therefore, Kamehameha Schools will:
- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.
SUPPORTING YOUR CHILD’S EDUCATION

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

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

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

Take an active interest in your child’s learning
Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

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

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

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

Support school activities
Show support for your child’s involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent booster clubs, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities. Note: The school provides adult supervision for children for 30 minutes after the end of school activities held on campus. Please ensure that your child is safely transported off campus within this period.

Puke Hoʻolālā Haʻawina
(Student planner) Students may list daily assignments in the planner as they attend classes during the day. This is a great reference to view current and future class work and/or projects assigned to your student.
KS Connect
KS Connect is a Web-based system that allows students, parents & teachers to share information including:

- Student demographic
- Current grades
- Progress reports
- Most recent report card
- Daily Bulletin

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

Back-to-School Day
This two-day event gives parents the opportunity to experience a day in the life of a middle school student. On each day, half of the 7th and 8th grade student body is required to attend school and the other half stays home. Students are invited to bring one parent, guardian or sponsor to school for the entire day to accompany them to all classes and school activities.

Guest guidelines:
- Guests other than parents must be 18 years of age or older or a high school graduate
- All guests must attend alone
- Infants and toddlers are not allowed

This is not a time for parent/teacher conferences but rather a time for your child to share school experiences with you and for you to share your childhood school memories with your child. We hope you are able to join us for this day of discovery!

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

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

- Support the academic and social activities of the school
- Bring together parents, legal guardians, sponsors, teachers, administrators and staff
- Encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school
Three councils are chartered to discuss programs, activities and concerns relating to their respective grade levels. Parent representatives from each grade level interact with the school administrators and staff to provide feedback on educational, social and facility-related issues.

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

Parents & Alumni Relations Office
KS’ Parents and Alumni Relations (PAR) office informs parents of KS activities, keeps them up-to-date on issues affecting the organization, and creates opportunities for parent 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.parents.ksbe.edu or contact the Parents and Alumni Relations (PAR) office at 842-8444

Kamehameha Schools Resource Centers
Kamehameha Schools Regional Centers (KSRC) provide information and support for school activities in their respective communities. Students or parents needing information or material about school programs, activities, admissions, counseling conferences or community education services may call these individuals:

Kamehameha Schools Resource Center – East Hawai’i
Noelani Ho’opai, Manager
Hilo Ironworks Bldg.
1266 Kamehameha Ave., A6  | Hilo, HI  96720
Phone: 982-0851 | Fax: 961-6134
Email: rcehawaii@ksbe.edu

Kamehameha Schools Resource Center – West Hawai’i
Lehua Kaulukukui, Manager
Eloise Haake, Coordinator
Keauhou Shopping Center, Phase II
78-6831 Ali‘i Drive, Suite 429  | Kailua-Kona, HI  96740
Phone: 322-5400  | Cell: 987-6008  | Fax: 322-5437
Email: rcwhawaii@ksbe.edu

Kamehameha Schools Resource Center – Maui
Brandi Ferguson, Manager
Wailuku Millyard
210 ‘Imi Kala Street, #203  | Wailuku, HI  96703
Phone: 242-1891  | Fax: 242-0824
Email: rcmaui@ksbe.edu

Kamehameha Schools Resource Center – Moloka‘i
Frances “Maka” Cobb-Adams, Manager
Kulana `Owi
612 Maunaloa Highway Bldg. B  | Kalama‘ula, HI  96748
Phone: 553-3673  | Cell: 646-0912  | Fax: 553-9801
Email: rcmolokai@ksbe.edu
Kamehameha Schools Resource Center – O‘ahu

Jason Doi, Manager
O‘ahu Support Services
567 S. King St. Suite 102
Phone: 541-5300
asc@ksbe.edu

Day Mau, Support Services Coordinator
Windward Mall – 2nd Level (Macy’s Wing)
Phone: 235-2329
rckoolau@ksbe.edu

Kini Pihana, Coordinator
Learning Center at Mā‘ili
87-790 Kulaaku St., Mā‘ili HI
Phone: 668-1517
rcnanakuli@ksbe.edu

Kamehameha Schools Resource Center – Kaua‘i

Caroline Victorino, Manager
Dee-Ann Rapozo, Coordinator
3170-A Jerves Street | Līhu‘e, HI 96766
Phone: 245-8070 | Fax: 246-4617
Email: rckauai@ksbe.edu
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 ʻohana.

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 ʻohana 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‘īhi/Respect - Showing regard for the worth of God, self, others, property and the environment/ʻāina. To be humble and considerate towards others. Hō‘īhi aku hō‘īhi 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. Noʻu 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 naʻau pono – to seek what is right, true and good. ‘Oiaʻiʻo – truthful in what you say; truthful in what you do.

**E Ola**

Learner Outcomes at Kamehameha

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and ‘ohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values and 21st century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS educational experience:
Kamehameha’s educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

**Student-Centered Learning:** Refocus learning through student-centered, culturally rich experiences and opportunities inspired by student's’ unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

**Empower Educators:** Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

**Elevate Standards:** Elevate standards by adopting a world-class curriculum and by setting student achievement benchmarks and global standards via world-class, Hawaiian culture-based education. Use discipline-specific standards of excellence to provide the highest-quality educational programs designed to prepare every graduate to be ready for post-secondary success and career opportunities. Elevating standards includes a shared commitment to world-class, Hawaiian culture-based education, developing and applying student growth outcomes, and advancing Christian values and Hawaiian culture.

**Redefine Systems and Learning Environments:** Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.
Creating a nurturing learning community
Kamehameha Schools has high learning and behavioral expectations for its students. To help them meet those expectations, we have created a supportive learning environment through a process called Tribes. Creating a Tribes Learning Community (TLC) has been nationally proven to develop a positive school learning environment that promotes student growth and learning.

Students are expected to abide by the following TLC agreements daily:

• *E ho’olohoe pono* (listen carefully) - Attentive listening
• *E hō ‘ihi* (show respect) - Mutual respect
• *Mai ‘ōlelo ‘ino* (no talk stink) - No “put downs”
• *E kāpae* (pass) - The right to pass and participate later
• *E mahalo aku* (be thankful) – Show appreciation

Student honor code
Kamehameha Schools students are required to write the following honor code on all major tests, compositions, research papers and final examinations. The purpose of the honor code is to raise our students’ awareness of ethical behavior in testing and research situations.

*On my honor I have neither given nor received unauthorized assistance on this examination (or paper).*
Ka Ulu Aloha is a mandatory three-day, two-night course for all students entering the 7th grade at Kamehameha Schools Kapalama (KS). Students reside in the middle school dorms and all transportation, meals and snacks for the duration of the course session are provided by KS. Attendance is mandatory and no exceptions are made.

The focus of Ka Ulu Aloha is to provide the foundation that will foster success at KS. Students begin their middle school education immersed in a rich culturally-based and technology integrated curriculum while helping each other become familiar with his or her new school environment while forging new friendships. Upon completion of the course, each student is expected to be familiar with the Kapalama Middle School surroundings that will foster a smoother transition when the school year begins in August.

2018 Ka Ulu Aloha sessions are scheduled for the following dates:
Session A: July 8 – 10   Session C: July 16 – July 18
Session B: July 12 – 14  Session D: July 20 – 22

Each student is assigned to one of the sessions listed above. Session preferences may be indicated on the Ka Ulu Aloha Registration and Consent form. In the event there is a session your child CANNOT ATTEND, please indicate this and the reason your child cannot attend, on the form. Neighbor Island students will fly to Honolulu the day before his/her session begins.

In addition to the completion of the MEDICAL REQUIREMENTS for SY 2018 – 2019 and the KMS SDI form, the following forms are REQUIRED, must be filled out completely and returned to the KMS office in order for your child to participate in Ka Ulu Aloha:

1. Ka Ulu Aloha General Information
2. Ka Ulu Aloha Registration and Consent form
3. Student Technology Acceptable Use Agreement

Completed forms were due to the Middle School office no later than May 15, 2018. In the event your child’s forms have not been turned in, or you have any questions regarding the Ka Ulu Aloha Forms please contact the Middle School office as soon as possible at (808) 842-8122.

Kamehameha Schools Kapalama Middle School
2125 Alii Road
Honolulu, Hawaii 96817
ATTN: Ka Ulu Aloha
**Ka Ulu Aloha Activities Information**

During Ka Ulu Aloha, all students participate in a variety of activities on the Kapālama campus. While KS strives to provide a safe and nurturing learning environment, there are certain inherent risks associated with almost every activity. Listed below are some of the program activities. Please read the following activities information to acquaint yourself with some of the risks involved.

Activities may include and require walking on trails and/or uneven, rocky and/or muddy terrain; ascending and descending stairs; clearing brush, weeds and debris at field study locations; bending, lifting and working in the Keanakamanō garden; and sun exposure. Other activities may include, but are not limited to: games that may require being in sandy, grassy, and/or paved areas; and swimming at the Kalaniopu'u pool in shallow to deep water depths. Activities may include the use of hand and/or power tools under the direct supervision of adult program staff/volunteers after sufficient safety training has been provided.

Outdoor activities have necessary and unavoidable risks of injuries based on the nature of the activity. There are, therefore, risks of orthopedic, dental, cervical, spinal, and head injury, lacerations and other injuries from falling and/or colliding with people or objects. In addition, all activities require a level of fitness and health that only your physician can determine your child possesses. We strongly urge that you obtain medical advice as to whether certain outdoor activities are suitable for your child. Many undetected or chronic diseases such as cardiac disease or high blood pressure may be worsened by participation in these activities. Swimming and other ocean/stream aquatic activities also carry inherent risks as well. Finally, some activities may result in allergic reactions or individual sensitivity to allergens (natural or man-made) when ingested, inhaled, or when in contact with skin.

If you are making a determination that your child is able to participate in any activity, it is your responsibility to assess your child’s maturity and fitness, and determine for yourself if the risks associated with this activity are acceptable to you. While KS hopes that every student enjoys an injury-free activity, by your signing the Ka Ulu Aloha Registration and Consent Form, you assume all risks associated with the program activities. Please ask any questions of our staff which you may need to make a fully informed decision in order for your child to participate.

I. DAILY PROGRAM
   A. Classroom activities
   B. Attend both indoor and outdoor activities which may include arts and crafts, music, hula, Hawaiian history and culture, gardening, hiking acting, life skills, human relations, team building and trust activities.
   C. Walking to and from: location sites, boarding dormitories, campus and dining facilities.

II. LATE AFTERNOON/EVENING ACTIVITIES
   A. Swimming
   B. Nā Pā‘ani
   C. Arts and Crafts
   D. Music classes
Participation and Behavior Expectations
Each participant shall agree to abide by the following:

• To participate in all activities and lessons, unless excused to do so.
• To be responsible for his/her own belongings and actions.
• To respect all other participants, staff, and property including:
  • Treating all others as he/she would like to be treated. No harassment, discrimination, intimidation, bullying, teasing, and/or hazing).
  • Refraining from disruptive conduct (no horseplay, hitting, pushing, shoving, pulling, fighting, etc.).
  • Listening to and following instructions from coordinators, teachers, dorm leaders, and student aides. No disrespect toward adults or other participants (for example, no talking back, no insubordination).
  • Using proper language. No inappropriate language and/or gestures (for example, no profanity or swearing).
  • Picking up after oneself and caring for his/her own property and the property belonging to others.
• To commit to stay for the entire duration of the program, day and night, for the entire week and refrain from calling home.
• To be responsible for his/her own personal needs by practicing proper hygiene including showering, brushing or combing hair, brushing teeth and using deodorant.
• To stay in his/her assigned room and go to sleep when it’s time to go to bed and “lights-out” is announced.

Each participant shall be aware that electronic devices (such as cellular phones, tablet, laptops, etc.) are NOT permitted once he/she is dropped off at check-in

Each participant understands that if he/she dishonors this agreement, he/she may be sent home.
Guidelines for Short-Term Residential Programs

An integral component of each Ka Ulu Aloha session is the short residential program where students will board together supervised by selected program staff. This residential boarding program located on the Kapälama campus is designed to promote and develop independence as well as social interaction skills among young adolescents. Students will be provided meals, lodging and limited program activities. The following guidelines are provided to ensure that all students discover their fullest potential in a safe learning environment:

Student Conduct
All students are expected to:
- abide by the guidelines as stated in the “Expectation for Student Behavior” section of this Guide.
- be responsible for his/her own personal needs, belongings and actions
- commit to sharing a room with another middle school student and to stay for the entire duration of the session (day and night) and refrain from calling home.
- NOT remain in their rooms during the program; except at approved times or approval of program staff.
- NOT visit individual rooms of the opposite sex.
- remain in their own room throughout the night until the morning staff comes on duty. If a student needs to leave the room before a morning staff comes on duty, permission is to be obtained in advanced.
- assist with basic maintenance of the dormitory by completing chores each day using gloves (sweeping, mopping, squeegeeing showers, trash disposal, wiping down counters, common areas, and bathrooms with antibacterial wipes)

Other rules applicable to the specific program may be distributed before or during the program. Consequences for not adhering to these expectations range from warnings to release from the program, as set forth in the Expectation for Student Behavior section of this Guide. All staff members have been instructed to correct improper behavior of students. When such action is taken, students should comply respectfully. Disrespect or insubordination will not be tolerated.

Dress Code
Students are to dress comfortably and in good taste and should not wear clothing that promotes tobacco, drugs, alcohol, or acts of violence. Footwear is required.

Packing List for Clothing and Personal Items
Each student is expected to bring the following items to his/her assigned session. Students should bring the minimum items mentioned on the list. Additional clothing may be included as laundry facilities are not available. Each child must be able to carry all personal baggage up and down several flights of stairs.

- Linen – A pillow, blanket, and a bedspread will be needed, or if you prefer, a comforter can serve both purposes. Students should bring two sets of towels, sheets, and pillowcases. The beds in the dorms are twin size beds.
- Clothes – The usual attire for Ka Ulu Aloha is “play clothes,”– shorts (fingertip length or longer), jeans, t-shirts, slippers, and athletic shoes. Casual attire should be comfortable and modest. Designs and prints depicting inappropriate images are not allowed. This includes beer, wine, drugs, obscenities or advertising with inappropriate language or images. Also, there should be plenty of underwear and socks, enough for daily changes. One-piece swimsuit for girls and swim/surf shorts for boys if there is a possibility to swim at the pool.
Toiletries – toothbrush, toothpaste, brush or comb, shampoo, soap, deodorant, sunscreen, and other personal hygiene products
• Backpack/Drawstring bag – A bag will be needed to carry supplies to and from activities.
• Reusable Water Bottle – This will be used daily throughout the program.
• Prescription Medicines – If your child is on daily medication or requires prescribed medication that will be needed during our program, the medication needs to be appropriately labeled by a pharmacist or health-care provider to include: student’s name, medication name, quantity, dosage and time to be taken, date of prescription, and name of prescribing health care provider. Please refer to the Medication administration section in the Health Services Section of this Guide.

The following items will NOT be permitted:
• electronic devices (such as cellular phones, tablet, laptops, etc.) are NOT permitted once he/she is dropped off at check-in
• money

Items may be turned in for safe-keeping upon arrival or confiscated by staff.
KAMEHAMEHA SCHOOLS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.

Health Services during Ka Ulu Aloha
The Mālama Ola Health Service Department (HSD) is available to provide basic healthcare services to students. During Ka Ulu Aloha, healthcare will be provided at the Middle School Dispensary Monday through Friday from 7:00 a.m. to 3:30 p.m., and a registered nurse is on-call and available from 3:30 p.m. to 7:00 a.m., as needed, to provide inpatient care for students attending Ka Ulu Aloha when it would be unsafe for the student to remain in his or her dormitory.

HSD staff provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen at a health room, although there may be a charge for supplies.
• 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.

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. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools 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.
Contacting Parents/Guardians
In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. KS staff will first call 911 then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

IMPORTANT: Please ensure that your and your emergency contact’s contact information is kept current.

Medical Care Available in Dormitories
The following has been implemented for each dormitory and all dormitory staff:
• All dormitory advisors are certified in First Aid and CPR.
• All dormitories are equipped with standard First Aid kits.
• All dormitories have a Medical Care Plan Manual which includes basic treatment guidelines and detailed policies and procedures prepared by the Medical Director.
• All dormitories have current Medical Treatment Agreement and Release Form for each student, as well as a list of students with special or major medical conditions (allergies, asthma, etc.).

Medication Administration
Please refer to the information outlined in this Student/Parent Handbook on 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 for each prescribed medication that KS medical staff or their designee will administer. The RAM form can be downloaded at: http://blogs.ksbe.edu/malamaola/. 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 in his/her dorm room. If the form does not indicate that a student can self-administer the medication, then it will be dispensed by either the dormitory advisor or the Middle School Dispensary. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by HSD staff or their designee.

Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student’s privilege of self-administration will be revoked, and the student may face other disciplinary measures.
OVERVIEW
of the Kapālama Middle School Program

The Kamehameha Schools Kapālama Middle School (KSKMS) program is focused on innovation in learning through interdisciplinary experiences to develop the whole child. Grounded in a foundation of Christian values and Hawaiian culture, our program is aligned to essential curriculum and specific organizational goals to improve learning while fostering students’ passions. Keeping the needs of the middle school student in mind, student choice coupled with expected learning outcomes determine the direction of each student’s path towards success.

The seventh and eighth grades of the Kamehameha Secondary School officially became the Kamehameha Middle School in July of 2001. Located between the Elementary and High School divisions on the 600-acre Kapālama campus, the 640 middle school students occupy two major buildings and a PE facility.

The Middle School has a faculty and staff of about 94, consisting of teachers, counselors, staff and administrators. Each of these adults has high expectations for the students’ academic performance and appropriate student behavior. They help students to practice doing what is right (Ke Ala Pono) at all times. Thus, Hawaiian values, character education, and service-learning, are integral parts of the school’s total curriculum. Proper conduct both on and off campus is expected of all students.

The middle school strives to ease the transition from elementary school to middle school to high school. Being in middle school has its own challenges, as our young adolescents question, ponder and explore the ever-changing world around them. Understanding what is happening to their physical, emotional, social, and spiritual self can be confusing at times. It is important that school and home work together to create an environment that provides stability, structure, as well as a dose of flexibility, which is needed to allow students the opportunity to grow to their full potential.

The middle school model advocates building a sense of belonging and community. A strong emphasis is placed on teaming. There are eight teams, four at each grade level. Each team consists of about 80 students that are assigned the same math, science, social studies and English teachers. This grouping allows for cross-curricular planning, coordination of field trips, testing schedules and major projects.

The KSKMS One-to-One (1:1) Learning Program offers every student an expanded set of new learning opportunities for both collaborative and self-directed learning. With a personal laptop available to them at all times, every student will be able to: possess an integral learning tool to gain the 21st century skills required to excel and compete globally; be empowered by and engaged with the curriculum; increase his/her knowledge and understanding of technology; and become constructors and designers of information and ideas.

Resources are available in the Learning Center and Innovation Labs providing critical elements for a quality learning environment. Through direct instruction students utilize available resources to integrate quality educational experiences and the design thinking process.

The middle school model builds positive relationships between students and teachers. The middle school team fosters a “small school” feel which includes an advisory. Advisory provides opportunities to build meaningful relationships with peers and an adult advocate, supporting each student’s academic progress and adjustment to school and life.

KSKMS takes pride in providing an environment that encourages the creativity and curiosity of our students. We are excited for your child to learn in our open learning facility that supports the
innovations of future century learning, middle school promising practice, and Hawaiian epistemology.

Committed to beginning and closing each week as a kaiaulu, we start the week together with a wehena (opening) and end with a panina (closing) as a way to build relationships and affirm ourselves as a kula Hawai‘i (Hawaiian school). Wehena/Panina are held at Kaiona, the piko (center) of our KSKMS campus. The protocol that we have established at KSKMS includes pule (prayer), oli (chanting), mele (singing), and sharing of a mana’o (message) that is inspired by a Bible verse, 'ōlelo no‘eau (wise saying), or current event.

The most successful students have parents and families involved in their education. There are multiple opportunities for us to develop this collaborative relationship. One example is our annual Back to School Day where we invite a parent or guest to spend an entire day with his or her child. Back to School Day is a rewarding experience for all to gain insight into the daily life as a young adolescent. Families are encouraged to engage in this partnership, as we work together to promote, nurture, and foster the growth of our young adolescents.

Non-graded course requirements include Christian Education, Guidance classes, and clubs as well as participation in special events such as the mandatory Founders’ Day Programs.

The KSKMS program is focused on innovation in learning through interdisciplinary experiences to develop the whole child. Grounded in a foundation of Christian values and Hawaiian culture, our program is aligned to essential curriculum and specific organizational goals to improve learning while fostering students’ passions. Keeping the needs of the middle school student in mind, student choice coupled with expected learning outcomes determine the direction of each student’s path towards success.

Class Schedules
Required and elective subject areas for Grades 7-8 are shown in the chart below. Our Catalog of Courses provides information regarding our course offerings and requirements.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td>ENGLISH*</td>
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<tr>
<td>MATHEMATICS*</td>
</tr>
<tr>
<td>SCIENCE</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
</tr>
<tr>
<td>HAWAIIAN</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION/ LIFE SKILLS</td>
</tr>
<tr>
<td>CREATIVE MEDIA</td>
</tr>
<tr>
<td>SPEECH</td>
</tr>
<tr>
<td>ELECTIVES</td>
</tr>
</tbody>
</table>

Co-Curricular and/or Extracurricular activities
Club and school committee meetings, rehearsals, student government activities and dances typically take place during activity period and/or after school hours.
**Field trips**

Students will have an opportunity to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity. Regular school uniforms should be worn unless otherwise specified.

If a field trip causes a student to miss other classes, the student must request permission from teachers whose classes will be affected by circulating a KS Activity Clearance Form. Forms must be returned to the teacher in charge of the field trip at least 48 hours prior to departure.

Teachers have the right to refuse permission for a student to participate in a field trip. If the field trip request is denied, the student must report to regularly scheduled classes. Students are responsible for promptly making up all work missed in other classes.

**Special events**

**Bernice Pauahi Bishop Founder's Day** is observed on or near December 19, to celebrate the birthday of Princess Bernice Pauahi Bishop founder of Kamehameha Schools, attendance is mandatory. An event of celebration takes place on campus and involves the entire student body. Christian Education classes visit the Royal Mausoleum where Bernice Pauahi was laid to rest.

**Charles Reed Bishop Founder's Day** is celebrated on or near January 25. Mr. Bishop is the founder of the Kamehameha Schools Preparatory Division, attendance is mandatory. A student-led memorial service is held to celebrate the life of Charles Reed Bishop. A Mauna ‘Ala commemorative service takes place and a group of 7th and 8th grade student leaders and guests attend.

**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.
Grades
Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress. The following letter grades are embraced throughout the middle school:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range in Percentages</th>
<th>Assigned Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-96%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade point average
The student grade point average (GPA) indicates the overall academic progress of a student using the following scale:

3.00 to 4.00 - Very good to excellent
2.00 to 2.99 - Average to good
1.00 to 1.99 - Poor to average
Below 1.00 – Failing

Christian Education is graded on a pass/fail basis and is not computed into the grade point average. However, students must pass this class to be eligible for academic honors.

Incomplete grades
An “incomplete” or “I” will be given to students who have not completed their assignments in a subject area. Students have the first two weeks of the next quarter to complete necessary work and receive a grade. Any further extension of time must be determined by the school administration. No incomplete grades are given for the final grading period of the year.

No grading curves
Student achievement is measured by how well students meet a course’s objectives, not by how well they compare to the achievement level of their classmates. Therefore KS teachers do not grade on a curve. So there is no limit to how many students can earn A’s, B’s and so forth.

Other reports of student progress
Kamehameha Schools is dedicated to the continuous development of its students. To monitor their academic success, the school reports student academic progress to parents throughout the year. Reports document achievements as well as concerns, so that efforts can be made to support students
who are not making adequate academic progress. Following are some of the ways we report student progress:

- **Student progress report** – Issued when required or requested.
- **Phone calls and e-mails** concerning student progress may also be initiated by teachers and school personnel.

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

**Academic certificates**
Recipients of the following quarterly certificates are mailed home each semester.
- **Po’o Kumu Award** – GPA of 4.00 or all A’s on the quarter report card
- **Po’okela Award** – GPA of 3.50 – 3.99
- **Hanohano Award** – GPA of 3.00 – 3.49

**Academic awards**
Recipients for the following prestigious awards are selected by the Academic Awards Selection Committee consisting of Kamehameha administrators, teachers, and counselors. They are presented at the end of each school year.

- **Principal’s Award** – This award recognizes outstanding Kamehameha students in grades 7 and 8. Award recipients must rank in the top 10 percent of their class. They must demonstrate qualities of leadership, citizenship and service to the community through student government, athletics, music, drama, service organizations or community projects. They must also have an exceptional attitude, positive outlook, responsible nature, and a willingness to contribute time and effort to help others.
- **KSKMS Distinguished Scholars Award** – Presented to students who attain a 4.0 GPA (all A’s) for the first seven quarters.
- **Lela R. Brewer Award** – Presented by each teacher to the most outstanding student in his or her class for the school year. Selection is based on academic performance and attitude.

Students on academic probation, conduct probation and those who have had to serve more than two hours of detention during the quarter upon which an award is based are not eligible for the above awards.
**Grade promotion**
In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must attend summer school and earn a grade C or better in order to be promoted. Students who receive a grade F in exploratory classes during the school year must also attend summer school and earn a grade C or better in order to be promoted. Make-up courses will be determined by the school administration. **Students who fail two or more core classes in a school year may be released from Kamehameha Schools.**

**Academic probation**
Students are placed on academic probation if they receive a grade F, two or more grade D’s, or if their GPA falls below 2.0 during a given quarter. They remain on probation until the next grading period and are required to attend 8th period study hall until earning a grade C or better in all classes. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions for a minimum of two weeks. (See page 36 for details.)

Teachers monitor students for progress and effort during the probation period. Students are expected to participate in study help sessions and complete all class and homework assignments. **Students who continue to have difficulties and show little evidence of trying to improve may be asked to leave Kamehameha Schools.**

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

KS has developed a progressive four-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 – Classroom intervention**
A staff member or parent identifies a need. Classroom teachers will manage the need with assistance from appropriate staff and/or parent.

**LEVEL 2 – Counseling intervention**
A referral is made to a counselor responsible for that grade level or classroom. Counselor manages the issue with support from resources available within the school setting. Parents are kept closely involved.

**LEVEL 3 – Agency intervention**
If the learning need cannot be adequately addressed 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 – Administrative intervention**
If the learning need cannot be adequately addressed with the agency intervention level, a
recommendation is made by the KS Kapälama administrator to the headmaster for disenrollment or educational placement for special needs.

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

1. If the issue concerns your child’s learning, approach his or her teacher first. You may also contact your child’s grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the vice principal or principal.
3. If resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools headmaster.

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

School hours & attendance
The school day begins at 7:35 a.m. and ends at 3:10 p.m. It is recommended that students arrive between 7:00 and 7:15 a.m. so that they will have ample time to prepare for the school day. Regular attendance is one of the most important factors of academic success in children. Please ensure that your child is at school on time every day.

If he or she is not part of the KS bus transportation program, please make arrangements to pick your child up by the end of the school day at the School Street Bus Terminal or at the Kekūhaupiʻo turn-around area. Active drop off and pick at Kekūhaupiʻo only from 6:30 a.m. to 7:30 a.m. and 3:10 p.m. to 3:45 p.m. Parking is available at the Kekūhaupiʻo Parking Structure. After school supervision is not provided.

Identification cards
Students are required to carry Kamehameha identification cards at all times while on campus or at school-sponsored events. Students are required to wear their identification cards on a clip that is attached to the collar of their school uniform at all times while on campus. It must be visible. Student identification cards are required for use of the computers in the Learning Center, borrowing books, and for admission to ILH athletic events. Students should promptly and courteously present their cards when asked to do so by a staff member.

If an ID card is lost, stolen, or needs to be replaced, a new one, (including a protective pouch) may be obtained for an $11 charge at the school office. ID cards that are damaged, defaced or changed in any way, must be replaced. Student will not be allowed to borrow IDs and receive reimbursement when the lost ID is returned.

Uniform dress code
Kamehameha Schools enforces a strict student dress code to support its belief that our students’ appearance contributes to the development of their character. Our dress code also promotes our school’s value of respect for self, as well as the general student behavioral expectations set forth. The student dress code also helps to minimize distractions often caused by everyday clothes, and assists with keeping our students focused on learning. Students are required to wear uniforms every day from the moment they arrive on campus through the end of the official school day.

Please practice kuleana by monitoring your child’s attire on a daily basis. Students who are inappropriately dressed or groomed will receive one hour detention. Continued non-compliance with the dress code is considered insubordinate behavior. The vice principal makes the final decisions on dress code matters.

Purchasing uniforms
All new uniforms and special events attire must be bought from Lands End Inc. There are no exceptions. You may purchase uniforms at the O'ahu store that is operational year round. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your campus website.

Uniforms that have been previously purchased from Mills, Kamehameha’s former uniform supplier are considered acceptable uniform attire as specified in the following dress and appearance guidelines.
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 the KS Parents and Alumni Office at 842-8659.

Daily uniforms may be comprised of the following:

- **Uniform collared polo shirt** – Available in royal blue, sky (light) blue or white. Shirts must be tucked in at all times.
- **Uniform long pants, shorts or skirts** (for girls) – Available in navy blue, only and should be worn on the waistline. Waistbands should not be rolled over. Skirts should be no shorter than 4” from the floor, when kneeling. **Girls shorts must be Junior Bermuda Navy shorts only.**
- **Belts** – Belts must be worn properly with pants or shorts and visible at all times. No multicolored belts or belts with designs or advertisement.
- **Shoes** – Athletic shoes of any color are allowed; shoes must have shoe laces, no VANS or other shoes without laces are allowed. Shoes should be clean and worn as the design intends. Shoe laces must be identical. Shoes laces must be laced and tied properly.
- **Socks** – Identical socks of any color. Socks are mandatory with appropriate footwear.
- **Outerwear** – Only full (neck to waistband) zipper jacket – any color is permitted OR outerwear sweatshirt/jacket/pullover that is KS-issued (KMS team, KS sports, KS clubs, KS book store). No profanity or inappropriate language or designs are allowed.

**IMPORTANT:** Uniform may be altered. If a clothing item is not listed in this handbook do not wear it. If you have a question about whether an item of clothing is acceptable, please contact the principal or vice principal’s office.
Special occasion attire

Aloha Attire

Students are encouraged to wear aloha attire as noted on the school calendar. Wearing aloha attire is an opportunity to “dress up”. Students have the option of wearing the school uniform or:

Wahine
- Aloha print mu‘umu’u, dress, skirt or pants (yoga pants, leggings, jeggings, shorts are not acceptable). Dress and skirt lengths should be not shorter than 4” from the floor, when kneeling.
- Aloha print top must have sleeves or shoulder straps that are at least 2 inches in width (spaghetti straps or strapless tops are not acceptable). Tops should not show the midriff when arms are raised.
- Jean pants or skirts. They should be worn at waistline and not be tattered, frayed, or stained
- Sandals with back straps may be worn and heels should not be more than 2 inches high.

Kāne
- Aloha print collared shirt.
- Nicely fitted slacks, pants or dress shorts. Jeans are acceptable but must not be tattered, frayed or dirty.
- Shoes or sandals with back straps

Note: An extra set of school uniform should be brought to school in case attire is deemed inappropriate.

Founders’ Day & Ka Mālalama o Ke Ao Nei attire
- Kamehameha white uniform shirt
- Kamehameha navy blue uniform long pants (for boys only)
- Kamehameha navy blue uniform skirts (for girls only)
- Black or navy blue belt
- Clean black, white or navy blue athletic shoes
- Solid black, white or navy blue socks must be worn.

Students shall remain in Founder’s Day attire for the entire school day. Except for watches, no jewelry—including earrings are to be worn for Founder’s Day or special events. Watch bands must be of a modest color. For girls, ribbons, flowers, hair decorations are not to be worn either.
Physical education & athletic attire
All students are required to wear uniforms for physical education classes. P.E. regulation shirts and shorts must be purchased at the Kamehameha Book Store in the ‘Akahi Building. It is recommended that the uniform be purchased before school begins. The following items are needed:

- 2 combination padlocks (no colored face plates) during their swim unit, one for Keawe and one for the pool locker room
- At least 3 regulation P.E. shirts
- At least 3 pairs of regulation P.E. shorts
- 1 pair of running or cross training shoes (No black soles because they leave marks on the playing surfaces.)
- Recommended: 1 pair of swim goggles
- Girls only: modest one piece swimsuit with full coverage bottom

The P.E. uniform, including shoes and socks, are to be worn at all physical education classes. Please label uniforms with permanent ink as shown above. Mark shirts on the OUTSIDE upper left chest and shorts inside the front waistband. Shoes and socks should be marked in the inside. Students must take their uniforms home for laundering at least once a week.

Students are expected to shower after physical education classes and are responsible for their own hygiene products and personal belongings. Their personal items should be locked in their P.E. locker while they are in their classes.

Athletic uniforms & equipment
All athletic practice uniforms, game uniforms, equipment and any other items assigned or checked out by student-athletes must be turned in no later than 48 hours after the last ILH game or HHSAA tournament game, whichever applies. Underclassmen who do not comply with this policy will not be able to register for classes for the next quarter and will not be allowed to try out or practice for sports during the next athletic season until their accounts are cleared.
**Grooming & appearance**

- **Boys:** Only conventional haircuts are allowed and/or in consult with VP. Hair should be kept neat. The length of a boy’s hair should not touch the top of the collar of a uniform shirt, should not fall over the eyebrows and should not exceed the bottom of the ear lobe. Hair should be of its own natural color. Students whose hair cut or hair color is in question will be sent to the vice principal’s office for a decision. The face is to be clean-shaven.

- **Girls:** Hair should be kept neat. Hair should be of its own natural color. Students whose hair cuts or hair color are in question will be sent to the vice principal for a decision.

- **Make up:** Wearing makeup is not permitted.

- **Nail polish:** Wearing nail polish is not permitted.

- **Jewelry:** Girls may only wear stud earrings. Multiple earrings on ear lobes are not allowed. Body piercing of any kind is not allowed. Boys are not permitted to wear earrings to school.

- **Headwear:** Hats, beanies, bandanas, visors, sunshades, sunglasses are inappropriate unless authorized for use by the vice principal, including hoods of hooded jackets. Hoods are not to be worn during the school day.

- **Tattoos or scarring:** Any form of permanent body marking is not allowed.

**Prohibited 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. Doing so may subject the student to disciplinary action:

- Knives, firearms (toys or real) or other objects that may cause injury
- Flammable materials - Lighters, matches, fireworks, poppers
- Mopeds, bicycles, skateboards, scooters, Heelys, Razors, skates,

The following items may be allowed at school after approval is obtained:

- Toys, hand-held video games, or play equipment
- Electronic media devices including: iPods, radios, DVD and CD players, or cameras
- Unnecessary sums of money
- Celebratory items: cakes, cupcakes, balloons, delivered floral or edible arrangements, etc.

**Cell phones**

Cell phones usage by students is permitted before 7:30 a.m. and after 3:10 p.m. Cell phones may not be turned on or used during the school day unless approved by teacher for educational purposes and must be securely stored. The school will not be held responsible for the loss or theft of any cell phone.

Unauthorized use of the phone between the hours of 7:30 a.m. to 3:10 p.m. will be confiscated by the faculty/staff member observing the misuse and returned to the student at the end of the school day.

Chronic misuse of a cell phone will be reported to the school office and may lead to disciplinary action (see “Student discipline” section, Level 1) and the cell phone will be confiscated and held for pickup by parents.

**Lost and found items**

Students may complete a Lost Report at the main office for lost or missing items. All attempts will be made to get the item to its rightful owner. At the end of the school year all unclaimed items will be donated to the KS Thrift Shop or given to the Hawai‘i Institute for Human Services.
Kamehameha Schools shall not be responsible nor liable for lost or stolen items including but not limited to cash, cell phones, electronic devices, school approved fundraisers, etc.

**Middle School Dining**
Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. School lunches are served cafeteria-style daily. Students are responsible for their own food selections and are encouraged to choose a variety of food reflective of the Choose My Plate Guidelines. Charges for lunch are included in the tuition and fees.

KSKMS also offers a breakfast program to day students for a nominal fee that is available from 6:45 a.m. to 7:15 a.m. We offer fruit juice or milk, a variety of cold/hot cereals and other breakfast items, including fresh fruit. A recess snack is offered during morning recess. Milk or fruit juice and healthy snacks are available for purchase.

**Lunch period**
The lunch period should be a pleasant break in the middle of the day. It is part of the learning experience and all those who eat lunch are expected to be friendly and polite to each other. All students are required to eat lunch, and no student may be absent from lunch without permission. Outside food or drinks are not permitted into the dining area during lunch. Do not take food out of the dining area unless given permission by the office or supervisor. All exceptions are to be cleared with the vice principal.

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

Foods made with peanuts and/or peanut product are not permitted and will be removed from dining and/or classroom environments for the health and safety of students who experience severe allergic reactions to peanuts and/or food made with peanut products.

**Seating assignments**
Each table in the dining room seats up to eight people. There are four seating periods, one per quarter. A new seating chart is issued for each period. Places are assigned by the vice principal and students may not move from their assigned table unless a staff member requests them to do so. “Table hopping” is prohibited. All students are expected to listen quietly and attentively to luncheon announcements while seated.
Duties of the host and hostess

- Seating at the table is to be boy-girl-boy-girl, whenever possible. Two girls or two boys may be seated together, but never three boys and three girls.
- Make sure that all students at your table know one other. If they do not, ask each one to introduce him or herself.
- Conduct your table in an orderly manner, being sure that everyone is following the rules.
- Lead the conversation on the table, making sure that your voices are not so loud as to disturb neighboring tables. Take an interest in other students at your table. What are their hobbies? What did they do over the weekend? Discuss movies, new items, football games, etc.
- Make sure all chairs are pushed under the table when getting your food.
- Assist the waiter or waitress if needed.
- If you have a problem, consult the dining room supervisor responsible for your table.
- **Be sure that your good manners are an example to everyone at the table.**

Duties of the waiter or waitress

- The waiter/waitress is to scrape all left over food onto one plate and gather paper products - napkin, etc. - on that plate too. Waiter/waitress is to stack the cups and take all these items to the scraping room and deposit into the appropriate receptacles. Other students on the table may assist.
- When everyone has been excused from the dining room, use the cloth provided to wipe your table carefully.
- Return your cloth to the appropriate receptacle then wait at your table for the lunch supervisor to dismiss you.
- If a waiter or waitress is absent, the host or hostess will substitute.
- **Students who fail to adhere to lunchroom procedures and etiquette requirements will be subject to disciplinary consequences.**

Before entering the dining area

- Leave your book bags in a designated area or in your classroom.
- Quietly be in your assigned seat with both feet flat on the floor. (If outer wear is worn it needs to be removed and hung over the back of your chair.)
- Be prepared for the dining room supervisor to announce the order that tables are to get their lunches. Remember one-way only through the service doors, in the entrance and out the exit.
- Hurrying or running anywhere in the dining room, dish room, or kitchen is prohibited.

Going through the lunch line

- Serve yourself and minimize conversation.
- Try to eat a little of everything that is offered. Food selections should reflect the Choose My Plate Guidelines.
- Take what you are certain you can eat to avoid waste. You can usually go back for more if you are still hungry.
- Enter the serving line and use the hand sanitizer prior to making your food selections. Exit out the middle doorway.

Dining etiquette

- Serve yourself and minimize conversation.
- Unfold your napkin and place it on your lap. Napkins should be used to pat or dab your mouth, not to clean your face.
• Chew your food with your mouth closed and avoid talking with food in your mouth.
• Keep your elbows off the table while eating.
• Cut food into small bite size pieces, one piece at a time. Do not cut all of your food into small pieces before eating it.
• Never carry food on a knife. Use knives only for cutting.
• After using your knife, place it diagonally across the upper edge of your tray.
• Once you put food on a utensil, eat it.
• Once you have used a utensil, it should never be put anywhere except on a tray.
• If you spill or drop something, it is your responsibility to clean it up.
• Forks should be used for all foods except for finger foods such as:
  ➢ Chicken - After cutting and eating as much of the chicken as you can with your knife and fork, you may pick up the bones
  ➢ Apples, oranges, melons or watermelons with the rinds on
  ➢ Carrot sticks, celery, corn on the cob, olives, and pickles
  ➢ Potato or corn chips
  ➢ Pizza, tacos, tostados, or nachos
  ➢ Brownies, cookies and ice cream bars

Dismissal
• The dining supervisor will dismiss the lunch room tables when the table top and general area is clean. The assigned table host will dismiss the table when everyone is finished eating.
• When dismissed, stand, push in your chair, and quietly exit. If students are in the final lunch period, students are to stack their chairs four high on the Diamond Head and 'Ewa ends of the table.
• Students should stay within established boundaries.
ABSENCES, LEAVES & TARDINESS

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

Absences due to illness or injury

Phone call
Please call the attendance hotline at 842-8364 (available 24 hours) by 9:00 a.m. on the day the student is absent. Homework requests can be made at this time. Be prepared to give your child's name, grade, and reason for absence. Please let the office staff know if you anticipate an extended absence.

Returning to school
On return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence.

All students returning to school after an absence for illness or injury must readmit through the Middle School Dispensary if:
• The absence is for four or more days; or
• The absence is for less than four days, and
  o The student saw a healthcare provider during that period, or
  o The student has any new medical restrictions.

A healthcare provider’s note is required for any absence of four or more days, and for an absence of less than four days if a healthcare provider was seen.

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

Anticipated absences
If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the principal at least 2 weeks prior to the date of the absence. An online request form is also available to print and turn in to the office: http://blogs.ksbe.edu/kskms/files/2014/12/KSKMSAbsenceForm.pdf The principal will determine if the absence is excused or unexcused. Note: KS laptops are not allowed on trips.

Medical appointments
Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the principal is required if a student must be excused during school hours.
Family vacations
Extended student absences can have a negative impact on student academic progress. For this reason, we strongly encourage families to plan trips during regular school vacation periods. The school calendar is designed to allow several long breaks that are conducive to travel.

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

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

Absence examples

<table>
<thead>
<tr>
<th>Excused absences</th>
<th>Unexcused absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Illness or injury</td>
<td>• Absences not confirmed by a phone call or written note from parent</td>
</tr>
<tr>
<td>• Emergency medical appointment</td>
<td>• Non-emergency medical/dental appointments not approved by the principal</td>
</tr>
<tr>
<td>• Educational testing recommended by counselor / teacher</td>
<td>• Family vacations</td>
</tr>
<tr>
<td>• Death or life-threatening situation in immediate family</td>
<td>• Non-school activity during the school day</td>
</tr>
<tr>
<td>• Specific event as subsequently authorized by the principal</td>
<td>• Parent / student thought school not in session</td>
</tr>
<tr>
<td></td>
<td>• Missed bus, traffic, car trouble</td>
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<td></td>
<td>• Overslept</td>
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**Leaves of absence**
Students who need to leave Kamehameha to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the principal prior to the leave and be available for a leave conference.

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

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

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

**Tardiness**
Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. School starts at 7:35 a.m. Students who arrive after 7:35 a.m. must report to the office to obtain an admittance slip before going to class.

**Excessive absence or tardiness**
Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child’s educational progress. A student’s total absences – both excused and unexcused – shall not exceed six days per semester. In cases of excessive, illness-related absences, the school will contact parents for a conference. The following guidelines apply to unexcused absences and tardiness:

- Two tardies equate to one unexcused absence.
- If unexcused absences exceed five days at any given time during the school quarter, the vice principal will contact parents and arrange a parent-school conference to consider the student’s continued enrollment at Kamehameha Schools.
- Continuous unexcused absences may result in the student being placed on attendance probation.
**Make-up work**

**Excused absence**
- Homework must be requested by 9:00 a.m. and picked up at the middle school office by 4:00 p.m. You can make prior arrangements for sibling or friend to bring work home.
- Homework not picked up for 2 consecutive requests will result in the loss of the privilege of requesting homework when absent.
- It is the student’s responsibility to arrange make up of missed assignments due to absence by required deadline. Other alternatives for homework requests are: visit faculty website or blog, email or call teacher directly, or call a classmate for homework assignments.
- If absence is for one day only, homework can be retrieved the next day.

**Unexcused absence**
- Students are not allowed to make up work or tests on days when they have an unexcused absence. These assignments will be recorded as a “zero” and may likely affect the student’s final quarterly grade.
- Teachers will not prepare homework or other assignments for unexcused absences
- No homework assignments will be given in advance for unexcused absences.
STUDENT ACTIVITIES

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

Student government

Students can hone their leadership skills by serving as a student government representative. Each Kamehameha student is represented in student government in two ways: first, as a member of the Associated Students of Kamehameha Middle School (ASKMS) and secondly, as a member of an Advisory in a class. This is similar to being represented as a United States citizen in Washington, D.C. in the federal government and as a citizen of the State of Hawai‘i in Honolulu.

Each KS middle school student pays dues of $15 per year as part of tuition and fees. These dues are deposited in the ASKMS treasury account and are used for student-related activities such as dances and assemblies. The Student Council of ASKMS is responsible for appropriating these funds.

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have clearance from the school’s student activities coordinator

Applications for student offices are available from the class advisor or the school office.

Special-interest clubs

Kamehameha Middle School offers a variety of special-interest clubs which meet during the activity period of a school day. Students may join more than one club if they meet the attendance and participatory expectations of each group. Active clubs are listed in the middle school course catalog.

Athletics

The Kamehameha Schools Athletic Program offers everything from tennis to cheerleading, for a total of nearly 30 student sports. The interscholastic program strives to promote the development of a students’ highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline though training, team work and commitment. For more information on our athletic program, call 842-8936 or visit http://kapalama.ksbe.edu/athletics.

Admission to athletic events

Each Kamehameha student is entitled to admission to all regular Kamehameha Interscholastic League of Honolulu (ILH) athletic events when he or she presents a valid Kamehameha ID card at the gate. For football games held at Aloha Stadium, students must also present a numbered coupon.

At all events, students are expected to sit in the Kamehameha cheering section, to dress appropriately, to show good sportsmanship, to be considerate and to keep the facility free of litter. Due to limited space, Kamehameha’s cheering sections are reserved for students only. A nearby space is usually available for parents and guardians.
Dances
The middle school’s grade-level classes sponsor annual dances. Dances are for Kamehameha students only, no outsiders may attend. Students who are required to attend study help sessions may go to the dance after the period ends. Students who are serving detention cannot attend. Dance dress code guidelines are communicated through middle school announcements before each dance.

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 our student activities coordinator at 843-3476.

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

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the principal at (808) 842-8366.
**Student activity ineligibility**

Students must attend classes on the day of the extracurricular activity or event in order to participate. For activities occurring on a Saturday, student must be in school the Friday prior. Students who are on conduct or academic probation are NOT eligible to participate in the following:

- **Curricular activities** – Those directly relating to classes, clubs, and school sponsored events.
- **Extra-curricular activities** – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)
- **Honorary activities** – Events that put the student in an honored position (Founder’s Day leader, May Day court, speakers, KSKMS representative, etc.)

Following are the guidelines for student activity ineligibility:

**Ineligibility due to conduct probation**

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

**Ineligibility due to academic probation**

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

- **Ineligibility based on grades during the 1st – 3rd quarters**
  The ineligibility period starts the school day after grades are posted through a minimum two-week period. Beginning with the third week after grades are posted, students may be active again with written clearance from the vice principal. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competition.

- **Ineligibility based on grades from the 4th quarter**
  Students with poor grades during the fourth quarter will be ineligible for at least the first two weeks of the following school year. Beginning with the third week of the term, the student may become active with written clearance from the vice principal. This guideline also applies to new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competition.

- **Students with two or more grade F’s**
  These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again with written clearance from the vice principal.

- **Students with low GPAs**
  Athletes with a GPA below 2.0 will be ineligible to compete in tournaments.

Written clearance from the vice principal allows students with satisfactory academic progress to resume participation in athletic and other activities. It DOES NOT remove the student from academic probation.
Kamehameha administration reserves the right to place a student on academic probation or athletic ineligibility at any time if there is a decline in the student’s academic performance. For example, if after the fourth week of school a student is earning grades of two or more D’s or one or more F’s he or she may be deemed ineligible. A student may be cleared of ineligibility by achieving a satisfactory student progress report.

If you have any questions or concerns about activity eligibility, call the vice principal at 842-8366.
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, hoʻoulu, 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 bests 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 lokomaikaʻi.
I lālā kūpono o ka ʻohana o Kamehameha, e hōʻihi ana au i ke Akua, koʻu poʻe kūpuna, koʻu ʻohana a me ke kaiaulu i ka hana pono.

**A Commitment to Appropriate Conduct**

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

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 behaviors 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 model and 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
- Detention
- School counseling
- Outside counseling
- Extended restriction of school issued computer or electronic device usage
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- In-school restriction
- Restriction from school events/activities

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
- Suspension
- School counseling
- Outside counseling (at parent expense)
- Drug/Alcohol assessment/counseling
- In-school restriction
- Restriction from school events/activities
- 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
- Serious misuse of school electronic devices, including computers.
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

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

**LEVEL 5**

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

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

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

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

Students who admit to 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.

Security at the Makuakāne main gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call 842-8365 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly. The Makuakāne, Puna and Makanani gates are equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

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 or www.ksbe.edu/hiikua
- 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 on campus**

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

- Areas where construction or renovation is in progress
- Parking lots
- Forest areas
- Physical plant area
- Elementary or high school campus during normal school hours. Access is allowed during after school hours
- Athletic facilities, unless being used for school functions
- Classroom lanai areas & restrooms during class, except with permission
- Dormitory areas (off-limits to both boarding and day students)
- Any other areas identified and communicated by faculty and/or staff

**Visitors & volunteers**

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

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

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the student activities’ office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator’s office to sign out, unless alternate arrangements have been made.

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

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

**Student guests**

Students may bring a grade 7 or 8 guest to campus to become familiar with Kamehameha’s academic program. In order for the guest to be allowed on campus, the parents of the host student must submit a written request for the guest and written approval from the guest’s parents to the vice principal at least two days prior to the visit. Bring the documents to the vice principal’s office to receive a guest pass and to purchase a lunch ticket. Host students are responsible for the behavior of their guests and must get permission from their teachers for a guest to attend classes. Guests must accompany host students for the entire day.

**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. As such, KS reserves the right to search student lockers, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures 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. It is the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children’s custodial status. Please forward any court orders, decrees, power of attorneys that affect your child’s legal status to the respective unit office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student’s record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-know 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, KSSK 92.3 FM, HOT 93.9 FM, KIKI 1-94 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:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Evacuation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ulupono Preschool</td>
<td>Kekūhaupi‘o Gym</td>
</tr>
<tr>
<td>Grades K-3</td>
<td>Keku‘iapoiwa Dining Hall</td>
</tr>
<tr>
<td>Grades 4-6</td>
<td>Keku‘iapoiwa Dining Hall</td>
</tr>
<tr>
<td>Grades 7-8</td>
<td>Keawe Gym-main floor</td>
</tr>
<tr>
<td>Grades 9-10</td>
<td>Kekūhaupi‘o Gym-main floor</td>
</tr>
<tr>
<td>Grades 11-12</td>
<td>Ke‘elikōlani Auditorium</td>
</tr>
</tbody>
</table>

In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the 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 middle school office at 842-8366.
STUDENT HEALTH

Health services
The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide basic healthcare services to students. All health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Medical Director, a board-certified physician, oversees the care provided by the nurses.

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.

HSD staff provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen at a health room, although there may be a charge for supplies.

- 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.

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. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools 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.

Contacting Parents/Guardians
In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. KS staff will first call 911 then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

IMPORTANT: Please ensure that your and your emergency contact’s contact information is kept current.

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the child may result in a delay in the child’s ability to return once healthy. 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. Students will be sent home from school for the following:

- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Any illness or injury that prevents participation or could pose a risk to another student’s health.

If a student is assessed to need care at an outside physician or facility by the health room, a Medical Evaluation form will be provided to parents by the health room to be completed by the physician or facility. If the student does not have a referral letter, a private physician’s written clearance with noted restrictions as applicable is acceptable. A signed referral letter or physician’s written clearance is required when the student returns to school.

Medication Administration
HSD staff or their designee will administer prescribed medication if requested by a student’s parent/guardian. The medication must be in its original packaging and not be expired, and a completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer. The RAM form can be downloaded at: http://blogs.ksbe.edu/malamaola/. The parent/guardian can determine if their child can safely self-administer a medication. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by HSD staff or their designee.

Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

Hours of service
The campus health rooms are typically open for walk-in visits Monday through Friday from 7:30 a.m. to 3:30 pm. Students should make every effort to visit the health room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care.

Health room contact information is as follows:

- High School: At Hale Ola 842-8075
- Middle School Dispensary: Located in the Kaʻōleiokū Building. 843-3459
- Elementary School Kalanimōkū Dispensary: Located across from the Kekuʻaiapoiwa Dining Hall. 842-8606.

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

- The absence is for four or more days; or
- The absence is for less than four days and
  - The student saw a healthcare provider during that period; or
  - The student has any new medical restrictions
A healthcare provider’s note is required for any absence of four or more days, and for an absence of less than four days if a healthcare provider was seen.

Health records
The HSD maintains a health record on each student. The health record contains information as provided to the HSD regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the Dispensary of changes in student health record information by calling 843-3459. The health record also contains a chronological account of each visit to a health room.

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.
Counseling
The middle school counseling program helps students understand and accept themselves, make good decisions, develop educational and career plans, and resolve special concerns they have as individuals. Counselors serve teachers, students, and parents in the following ways:

Academic advising
Three grade-level counselors support the scholastic success of students by advising them on appropriate course selections, monitoring their activities and progress, discussing their academic challenges with teachers, and helping them realize and meet their school responsibilities.

Guidance classes
Counselors teach mandatory guidance classes to ensure that all students receive appropriate, timely and consistent information on issues including self-esteem, goal-setting, stress-management, decision-making, peer relationships and careers.

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

Middle School Learning Center
Located on the 1st floor of Keli‘imaika‘i, the Learning Center provides a place for quiet study, reading, creative thinking, and research.

Hours of operation: 7:00 a.m. to 3:20 p.m.

Resources & services
• Print resources – The learning center provides a variety of resources to support the curriculum and promote reading. We offer a diverse collection of Hawaiian resources, newspapers, magazines, fiction, nonfiction, and reference materials.
• Digital resources – Online database and ebooks can be accessed through the Learning Center link on the KMS website, http://kapalama.ksbe.edu/middle/home/
• Service – Students have access to a scanner, printer, and copy machine.

Loan periods and circulation policy
Books may be borrowed for two weeks. Reference and periodicals may be borrowed overnight.

Loan periods and fines:
Books will be charged 10 cents a day for overdue materials.

Overdue Notices:
• Overdue notices will be sent out via email to the student. After four notices, items will be considered lost and the following amounts will be charged to the student account.
• Replacement cost: (Includes a non-refundable $5.00 service charge.)
  ➢ Paperback $10.00 + $5.00 = $15.00
  ➢ Hardback $25.00 + $5.00 = $30.00
  ➢ Reference $50.00 + $5.00 = $55.00
**Kamehameha Book Store**
The book store, located at the ‘Akahi Building on the high school campus, sells such items as school supplies, clothing, workbooks, sundries and physical education uniforms. Day students may make their purchases in cash or via money order. Day students with financial aid may charge according to their financial aid award received. An itemized billing will be mailed home each month. All financial aid charges must be accompanied with a student ID or the award letter from the KS Financial Aid office. Boarders may charge items over $2.00 during the school year.

**Student lockers**

**Book lockers**
These lockers are available and assigned to students. Students furnish their own padlocks (only numeric combination locks) and should clear lockers of all belongings by the last day of school. KS shall not be responsible nor liable for lost or stolen items including but not limited to cash, cell phones, electronic devices, school approved fundraisers, etc.

Students are strongly encouraged to lock all books and items in their lockers. Locker assignments are made at the beginning of the school year. Students must provide a combination lock on the first day of school. All locker assignments and lock combinations will be registered. Students should remember to rotate the dial on their combination locks to insure it is LOCKED. In addition, students should not leave bags, purses and backpacks unattended.

**Physical education & athletic lockers**
Students participating in physical education are required to furnish and use their own locks to safeguard their belongings.

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

**Recreational facilities**
The campus recreational facilities include:

- Ka‘ahumanu Fitness Center
- Kekāhaupi‘o Gymnasium
- Kalaniopu‘u Swimming Pool
- Keawe Gymnasium
- Tennis courts

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

Kamehameha Schools provides bus transportation to and from Kapālama Campus for students living in rural and outlying areas of the island. Shuttle busses also transport students between the School Street 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. School bus service to afternoon football games is not available for middle school children.

Application and fees
Bus transportation applications are mailed to all parents and should be completed and returned to KS by the due date. The cost of bus service for each child for the 2018-2019 school year is $1,440.00 per year for a round trip or $720.00 per year one way. The bus service annual fee is NON-REFUNDABLE. The cost for transportation commuter bus service is subject to change.

Bus passes
Student bus passes are distributed by the KS Transportation Department to authorized bus riders. Replacement bus passes will be issued by the KS Transportation Department for any lost or stolen cards. The replacement card will be delivered to the main office for student pick up and a $5.00 replacement fee will be charged to the student’s account and no refund will be issued if card is returned.

Drop-off & pick-up from bus sites
Parents are asked for their kökua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. Student bus riders should be dropped off 10 to 15 minutes prior to the scheduled bus departure times. In addition, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops.

Transportation changes

Cancelling bus service
Parents who wish to withdraw their children from the bus program must notify the KS Transportation Department in writing and return their children’s bus passes. Charges for commuter bus service are non-refundable. Please call the transportation department at 842-8329 for more information.

Changes in bus ridership plans
Prior notification in writing to the middle school office, at least two school days in advance. If parental notification is not received and approved, transportation arrangements for a child may not be changed.
**Bus passenger code**

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

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

1. **Before boarding the bus students shall:**
   a. Use the restroom. The bus will not make restroom stops enroute.
   b. Be on time at the designated school bus stop to help keep the bus on schedule.
   c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or 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. Notice of Use of Video and Audio Recording Devices on Buses
   For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

5. 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 and request approval by transportation. 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.

6. Lost and found items
   Any lost and found items left on the bus will be turned in and kept with the transportation department for a limited time. Unclaimed items will be taken to the thrift shop at the terminal or discarded. Contact the middle school office or the transportation department to inquire about lost items on the bus.

7. 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 middle school vice principal. School administrators may terminate a student’s bus service if the behavior continues.

8. 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 1 of each school year may not be enrolled for the next school year. Their places will be offered to new applicants unless arrangements are made with the campus fiscal administrator for later payment.

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

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

**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
- Meals
- Eligible bus/air transportation
Expenses **NOT** covered by financial aid are as follows:

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal’s office on each campus. Please consult with the principal on your campus to determine options available.

**How to apply for financial aid**

Financial aid applications and application guidebooks can be accessed online at [www.ksbe.edu/finaid](http://www.ksbe.edu/finaid). To receive an application packet by mail, call the KS Applicant Services Center at 808-534-8080 (O‘ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

If your child is invited to enroll at KS after July 1, 2018, 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 2018-2019 school year will be eligible for financial aid if attending KS 2018 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 2018-2019 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 middle 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 Systems”):

- **Daily bulletin**: The middle school daily bulletin may be emailed to each student’s KS email account. It can also be found by logging in to KS Connect. Students are expected to check the bulletin daily and delete the bulletins from their email accounts weekly.
- **Teacher’s email**: Teacher’s email addresses can be found on the Middle School’s Web site at http://blogs.ksbe.edu/kskms/. Click on “Faculty & Staff” on the site’s home page.
- **KS Connect**: KS Connect (http://connect.ksbe.edu/) is a Web-based system used to 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 XXX Schools either during orientation or in the mail.
- **KS Kapālama School Web site**: The KS Kapālama School’s Web site can be found at http://www.ksbe.edu/campus_education/campuses/kapalama_campus/. 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 Systems

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, KS Systems 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 KS Systems. 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 for external access or at http://itd.ksbe.edu/responsible internally.

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 device 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 your 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:
  o Follow all printing instructions.
  o 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.
  o 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.
  o 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 Systems

When using KS Systems 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.
• Students should limit the use of any KS system for educational purposes only.
• Students must not use their school email account for non-school related activities.
• Student should always protect the privacy of their accounts by using only their assigned User ID and keeping their passwords private and confidential.
• Students should never give others their email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
• Students should actively organize and manage their accounts by checking their 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.
• Students should not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
• Students should 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 any 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 any 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 any 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 Systems
• 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 SONGS

Sons of Hawai‘i (alma mater)
By William B. Olson and Theodore Richards

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

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

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

CHORUS: (as before)

I mua Kamehameha
By Charles E. King

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

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

© 1928 Charles E. King Music Co.
Hanohano Kapālama
Na Leimomi Akana, Zeoma Akau, Kyle Atabay, Brad Cooper, Kealoha Ho’omana-Heffernan, Lilinoe Ka’ahanui i haku –Nowemapa 2004

Hanohano Kapālama i ka la‘i ē
I ka ua Kūkalahale,
Ka ‘olu o ka ‘Ōlaunui ē
Kahi o nā mo‘opuna a Kana‘iaupuni,
Eia mākou nā pua a Pauahi ē
Me ka ha‘aha‘a i Ke Akua
Puni i ka ulu aloha ē
E mālama mau i ka hā Hawai‘i,
E Ola!
E ola nā ‘ōiwi Hawai‘i,
E Ola!
E ola nā ‘ōiwi Hawai‘i,

Famous is Kapālama in the calm
In the Kūkalahale rain
The comfort of the ‘Ōlaunui breeze
Place of the descendants of Kana‘iaupuni,
Here we are the children of Pauahi
With humility to God
Embraced by the abundance of love
Forever protecting all things Hawaiian
Live!
The Hawaiian race lives on!
Live!
The Hawaiian race lives on!

I Ka ‘Ōnohi O Nā Maka O Kaiona
Haku ‘ia e Brad Cooper, Lilinoe Ka‘ahanui, & Tatiana Fox
7/18/12 – ‘O Hilo ka pō mahina

‘Ae, I ka ‘ōnohi o nā maka o Kaiona

I ka ‘ōnohi o nā maka o Kaiona lā
‘Upu a‘e ke aloha o nā makamaka lā
‘O ka ‘ikena o ka ulu aloha ē
I ka la‘i o (nā) lau niu* kau i ka hano lā ē

‘O ke kālai (‘ia) i ka māhao lā ‘eā
Pē nei (‘ia) ka ‘ili e ke Kū-kala-hale lā
Hō‘a‘ahu i ka pā‘ū o Lu‘ukia ē
Pa‘a pono i ke kumu i ke kula lā ‘eā ē

Heahea mai nei i Ka-pā-lama lā
Kahi kapu o Pauahi-lani-nui lā ‘eā
Mō kapu i ka piko e ola mau ē
Ua ola, ua noa, ua puka lā ‘eā ē

He inoa no Nā-maka-kilo-o-kaiona
### 2018 - Important Dates / RED – No School

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 30</td>
<td>First day for Teachers and Dormitory Advisors</td>
</tr>
<tr>
<td>AUG 4</td>
<td>Boarders grades 7,9 and new boarders grades 10-12 report</td>
</tr>
<tr>
<td>AUG 6</td>
<td>First day of school for K-7, 9, new invitees in 10-12, and ALL returning boarders report</td>
</tr>
<tr>
<td>AUG 7</td>
<td>First day of school for all students</td>
</tr>
<tr>
<td>AUG 17</td>
<td>All School Convocation</td>
</tr>
<tr>
<td>AUG 29</td>
<td>Early release, 12:30p dismissal, PD for teachers</td>
</tr>
<tr>
<td>SEP 3</td>
<td>Holiday – Labor Day</td>
</tr>
<tr>
<td>SEP 21</td>
<td>Teachers’ In-service, No school</td>
</tr>
<tr>
<td>OCT 4-5</td>
<td>Elementary School Parent/Teacher Conf. (KES only)</td>
</tr>
<tr>
<td>OCT 5</td>
<td>End Quarter 1</td>
</tr>
<tr>
<td>OCT 5</td>
<td>Middle School Parent Back to School Day #1</td>
</tr>
<tr>
<td>OCT 8-12</td>
<td>Fall Break</td>
</tr>
<tr>
<td>OCT 15</td>
<td>Students return Begin Quarter 2 Middle School Parent Back to School Day #2</td>
</tr>
<tr>
<td>OCT 24</td>
<td>Early release, 12:30p dismissal, PD for teachers High School PSAT Testing for Grades 9-11</td>
</tr>
<tr>
<td>NOV 9</td>
<td>Teachers’ In-service, No school</td>
</tr>
<tr>
<td>NOV 12</td>
<td>Holiday – Veterans’ Day observed</td>
</tr>
<tr>
<td>NOV 22-23</td>
<td>Holiday – Thanksgiving Break</td>
</tr>
<tr>
<td>DEC 1</td>
<td>High School Christmas Concert</td>
</tr>
<tr>
<td>DEC 19</td>
<td>Founder’s Day, (half day for students) End Quarter 2</td>
</tr>
<tr>
<td>DEC 20 – JAN 7</td>
<td>Students’ Winter Break</td>
</tr>
</tbody>
</table>

### 2019 - Important Dates / RED – No School

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN 8</td>
<td>Students return Begin Quarter 3</td>
</tr>
<tr>
<td>JAN 21</td>
<td>Holiday – Martin Luther King Day</td>
</tr>
<tr>
<td>JAN 25</td>
<td>Charles Reed Bishop Founder’s Day</td>
</tr>
<tr>
<td>JAN 31 – FEB 1 (KES only)</td>
<td>Elementary School Parent/Teacher Conf.</td>
</tr>
<tr>
<td>FEB 15</td>
<td>Teachers’ In-service, No school Boarding Common Weekend (2/15-18)</td>
</tr>
<tr>
<td>FEB 18</td>
<td>Holiday – Presidents’ Day</td>
</tr>
<tr>
<td>FEB 22</td>
<td>Early release, 12:30p dismissal, PD for teachers</td>
</tr>
<tr>
<td>FEB 23</td>
<td>Ho‘olaule’a’s</td>
</tr>
<tr>
<td>MAR 8</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>MAR 11</td>
<td>Begin Quarter 4</td>
</tr>
<tr>
<td>MAR 15</td>
<td>High School Song Contest</td>
</tr>
<tr>
<td>MAR 18-29</td>
<td>Spring Break</td>
</tr>
<tr>
<td>APR 1</td>
<td>Students return</td>
</tr>
<tr>
<td>APR 18</td>
<td>Early release, 12:30p dismissal, PD for teachers</td>
</tr>
<tr>
<td>APR 19</td>
<td>Holiday – Good Friday</td>
</tr>
<tr>
<td>APR 22</td>
<td>Teachers’ In-service, No school</td>
</tr>
<tr>
<td>MAY 24</td>
<td>Last day of school End Quarter 4</td>
</tr>
<tr>
<td>MAY 25-26</td>
<td>Baccalaureate and Graduation</td>
</tr>
<tr>
<td>MAY 27</td>
<td>Holiday – Memorial Day</td>
</tr>
<tr>
<td>JUN 10</td>
<td>Summer School begins</td>
</tr>
<tr>
<td>JUN 11</td>
<td>Holiday – Kamehameha Day</td>
</tr>
</tbody>
</table>

*171 Student days  *185 Teacher days  *190 Counselor days

### Student Calendar

Kamehameha Schools – Kapalama Campus • School Year 2018-2019

SY18-19 Student calendar Approved by CLT 2/2018