



Kamehameha Schools®

HAWAII

**K-12 Student and  
Parent Handbook**  
School Year 2024-2025





## 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 guidebook should be understood to mean “parents and legal guardians.”

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations, and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at: <https://www.ksbe.edu/malama-ola>

## Legacy of Ke Ali'i Pauahi

Ke Ali'i Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs, and most of all...spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali'i Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Ali'i Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai'i. Income generated from its residential, commercial and resort leases, as well as diverse investments fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also

operates 30 preschool sites enrolling 1,600 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.



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# Ka Manaʻo o ke Poʻo Kula

(Head of School Message)



Welina mai ke aloha e Nā ʻOhana o Kamehameha Hawaiʻi,

Whether your ʻohana is new to Kamehameha Hawaiʻi or returning for your second to thirteenth year, we mahalo you for choosing our kula for this next step on your keiki's educational journey.

It is an honor to partner with you in discovering and developing your keiki's skills and ambitions through our personalized learning ecosystem that fosters their well-being, agency, and adaptability—ensuring future paths of postsecondary success.

Our kula continues to affirm a supportive and caring environment grounded in Hawaiian ancestral and Christian values for all students. We embrace the sacred kuleana for the health and safety of our kauhale, our campus community, as our highest priority. With much care, we are committed to the cultural, physical, intellectual, and spiritual well-being of our haumāna by providing nurturing learning environments for your keiki. We recognize and are grateful for the important and influential role you play in this process as makua.

Our handbook reinforces the values and goals of Kamehameha Hawaiʻi, and shares some of the logistics of school life. We hope this guide, along with our campus website ([www.ksbe.edu/hawaii](http://www.ksbe.edu/hawaii)), will be helpful in answering most of your questions. We will continue to communicate throughout the year to keep your family informed with email bulletins and other important announcements. Should you require any additional assistance, please reach out, your questions and feedback are always valued.

I mua kākou!

ʻO au iho nō me ke aloha kauhale ē,

A handwritten signature in black ink, appearing to read "M. Kāhealani Nae'ole-Wong".

M. Kāhealani Naeʻole-Wong  
Poʻo Kula (Head of School)  
Kamehameha Hawaiʻi



# Campus Contact Information

Kamehameha Schools Hawai'i  
16-716 Volcano Road Kea'au, HI 96749  
Office hours: 7:00 a.m. to 3:30 p.m. (Monday to Friday)  
Main campus phone line: 808-982-0000  
[www.ksbe.edu/hawaii](http://www.ksbe.edu/hawaii)

## **KULA HA'AHA'A (Elementary)**

16-714 Volcano Road Kea'au, HI 96749

Main Office Line: 808-982-0200

Attendance: 808-982-0220

## **KULA WAENA (Middle)**

16-712 Volcano Road Kea'au, HI 96749

Main Office Line: 808-982-0400

Attendance: 808-982-0420

## **KULA KI'EKI'E (High)**

16-716 Volcano Road Kea'au, HI 96749

Main Office Line: 808-982-0600

Attendance: 808-982-0620

## **KAULUHALA SUMMER ACADEMY**

Main Office Line 808-982-0033

## **TUITION AND FEES**

*Jeri Spain,* 808-982-0038  
*Fiscal Administrator*

*Fax:* 808-982-0010

**PTO SCHOOL STORE** 808-982-0678

**SECURITY** Main Gate 808-982-0149

**ADMISSIONS and FINANCIAL AID** 808-982-0100

*Applicant Service Center (for general questions)* 1-800-842-4682

## **TRANSPORTATION**

*Maile Kuikahi, Administrator* 808-982-0701

*Emergency Cell* 808-217-1437

## **MĀLAMA OLA HEALTH SERVICES**

*K-8 Health Room* 808-982-0411

*9-12 Health Room* 808-982-0611

**ATHLETICS** 808-982-0653

*Nae'ole Pool* 808-982-0657

**KAMA'AINA KIDS AFTER-SCHOOL PROGRAM** 808-982-0256



## 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.

## VISION 2040

Within a generation of 25 years, we see a thriving Lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities both locally and globally.

## OUR VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (to have compassion and empathy); ʻimi naʻauao (to seek wisdom); mālama (to care for and protect); ʻike pono (to know and do what is right); kuleana (to take responsibility); hoʻomau (to persevere and perpetuate); and haʻahaʻa (to be humble).

## OUR FAITH

Ke Aliʻi Pauahi's deep faith in Ke Akua moved her to create a school for young Hawaiians, giving them the knowledge and skills to thrive in an ever-changing world. Along with that gift, she sought to share with our haumāna a foundation of Christian values to shape their character and guide their actions.

Heeding the call of Jesus and following the example of Pauahi, Kamehameha Schools strives to develop individuals who demonstrate:

**“Aloha i Ke Akua”** — Love for God

“Love the Lord your god with all your heart and with all your soul. Love him with all your mind.” — Matthew 22:37

**“Aloha i Kekahi i Kekahi”** — Love for One Another

“A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another.” — John 13:34

**“Aloha ʻĀina”** — Love and care for our land and all that Ke Akua has blessed us with



“God blessed them; and God said to them, “Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky and over every living thing that moves on the earth.” — Genesis 1:28

We are Protestant in tradition, non-denominational in practice, and loving in all things. We believe that Kamehameha Schools, as a Christian institution, has a responsibility to practice and perpetuate the Christian faith as exemplified by Ke Ali‘i Pauahi by:

- Fostering faith in Ke Akua and in His Word as our foundation
- Integrating Christian values into its programs and services
- Providing the necessary learning opportunities, resources and training to deepen the understanding of Scripture and the Christian faith
- Nurturing the relationship and the responsibility of its learners to Ke Akua and His creation, and
- Living out our faith by practicing servant leadership

Discover more about our Christian commitment at [www.ksbe.edu/our-faith](http://www.ksbe.edu/our-faith).





# 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.

each learner to develop individual talents and interests.

- strive to be available and affordable to encourage broad participation of the learning community. their place in the new society.

***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.***

***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:

- 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.

Therefore, Kamehameha Schools will:

- assist by providing early childhood educational services that support families as the primary educators of their children.

***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.***


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

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understandings and skills.
- offer enrichment opportunities to encourage

Therefore, Kamehameha Schools will ensure:

- 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 programs 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.

We believe every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their School Counselor or Division Administrator.



## OUR ‘ŌIWI EDGE IDENTITY

To reclaim and collectively advance a narrative of native Hawaiians thriving, Kamehameha Hawai‘i haumāna will have an ‘Ōiwi Edge—a strong ancestral foundation that shapes their agency, adaptability, and well-being giving them a competitive advantage to fulfill their unique purpose and kuleana.

‘Ōiwi Edge is our campus identity unique to Kamehameha Schools Hawai‘i, which is inspired by Ke Ali‘i Pauahi’s lineage to Hawai‘i, our kūpuna, and generations of heroes and innovators who shaped our communities. ‘Ōiwi Edge empowers us with a worldview and mindsets to actively shape a rapidly changing world with vision, courage, and aloha

‘Ōiwi Edge is rooted in the belief that Native Hawaiian identity is a source of mana, inspiration, and cultural armor for our learners as they venture into a global economy where the most valuable job skills are no longer technical in nature—they are skills such as empathy, adaptability, creativity, innovation, critical reflection, and the ability to navigate complexity.

Our ‘Ōiwi Edge Learning and Teaching Expectations are guided by three main pillars:

### **KAUHALE | ‘Ōiwi Center**

Our Kamehameha Schools Hawai‘i kauhale is a nexus of pilina whose structures and values put the learner at the center.

### **MO‘OLELO | ‘Ōiwi Narrative**

Learners are aware of their history, good and bad, and use it to inform their future by telling their own story, using multiple perspectives aimed at solutions that de-center destructive and toxic narratives.

### **NA‘AUAO | An ‘Ōiwi Edge**

Learners identify as learned persons who understand that knowledge is crucial to countering generational socioeconomic and political inequity.

### **Our Kauhale Commitment**

We will nurture and invest in knowing the truth of who we are, instilling with us a strong sense of identity giving us the confidence to exert our agency towards empowering socioeconomic and political equity.

# ‘ŌIWI EDGE

# E OLA! LEARNER OUTCOMES

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 atrees—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.

- 1. Elevating Standards for Student-Centered Learning:** Refocus learning through student-centered, culturally rich experiences and



KAMEHAMEHA SCHOOLS®

## E Ola! Learner Outcomes

Haumāna will become local and global servant leaders who are culturally engaged and play significant roles in creating strong ‘ohana and communities throughout ka pae ‘āina o Hawai‘i and beyond.

The metaphor of a Native Hawaiian forest conveys Kamehameha’s learner outcomes needed to achieve these goals. Students are likened to the array of plants thriving in fertile ‘āina—diverse individuals with unique talents nurtured by common experiences inherent in a Kamehameha Schools education.

Roots provide constant nourishment and are the **LEARNERS’ STRONG FOUNDATION.**

**‘Ike Kūpuna**  
Ancestral experiences, insights, perspectives, knowledge, and practices

**Aloha ‘Āina**  
Hawaiian patriotism; love for the land and its people

**Kūpono**  
Honorable character founded on Hawaiian and Christian values

The Trunk and Branches draw their substance from the roots and form the **LEARNERS’ NATIVE HAWAIIAN IDENTITY.**

**Mālama and Kuleana**  
Social agency, community consciousness

**Alaka‘i Lawelawe**  
Servant leadership

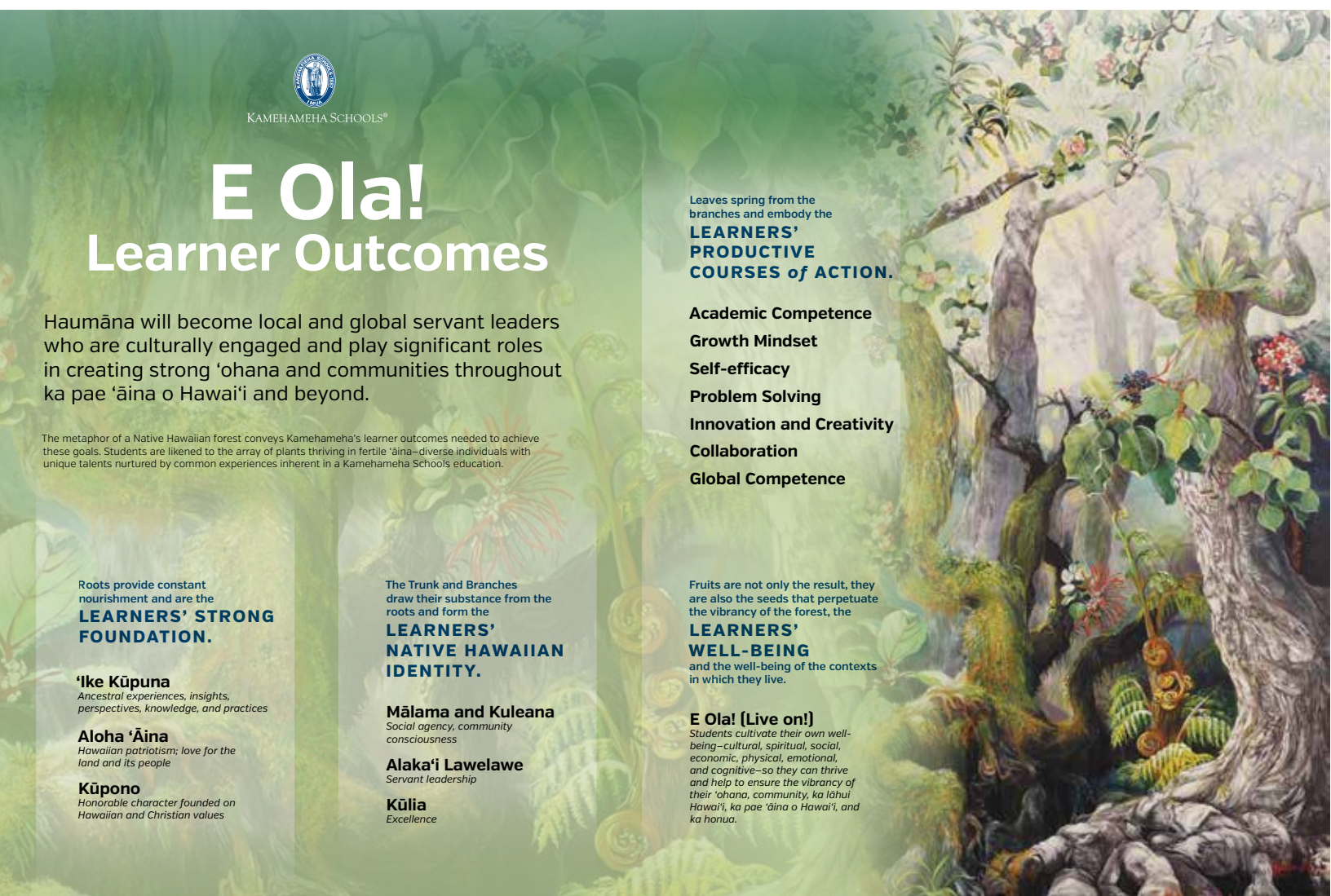
**Kūlia**  
Excellence


Leaves spring from the branches and embody the **LEARNERS’ PRODUCTIVE COURSES OF ACTION.**

**Academic Competence**  
**Growth Mindset**  
**Self-efficacy**  
**Problem Solving**  
**Innovation and Creativity**  
**Collaboration**  
**Global Competence**

Fruits are not only the result, they are also the seeds that perpetuate the vibrancy of the forest, the **LEARNERS’ WELL-BEING** and the well-being of the contexts in which they live.

**E Ola! (Live on!)**  
Students cultivate their own well-being—cultural, spiritual, social, economic, physical, emotional, and cognitive—so they can thrive and help to ensure the vibrancy of their ‘ohana, community, ka lāhui Hawai‘i, ka pae ‘āina o Hawai‘i, and ka honua.





opportunities inspired by students' 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.

**2. 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.

**3. 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.

#### **4. 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 include refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.



# SUPPORTING YOUR CHILD'S EDUCATION

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 'ohana to the following expectations:**

### Maintain positive relationships with school staff

Kamehameha expects parents will maintain a positive relationship at all times with their child's teachers, counselors, staff and administrators so that problems or concerns can be resolved to best support their child's learning. Furthermore, parents are expected to understand that loud, intimidating, or abusive language toward school faculty and staff will not be tolerated at Kamehameha. Open, genuine, and respectful communication is the foundation of a healthy relationship between the school and our 'ohana. We want to hear from you if you have concerns about our school, our programs, or if you have concerns about our faculty and staff. However, we expect that the behavior, communication, or interaction of 'ohana with the school on- or off-campus (including at school sponsored events), or in digital or electronic communications, will

not be disruptive, intimidating, aggressive, or harassing in nature.

### 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.

### Enforce school rules and regulations

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.

### 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.

### Encourage reading


Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework.

### Monitor your child's progress

Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.

### 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. For elementary school, parent conferences are held twice a year, and your attendance is required.

#### 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, student performances, school open house, and class meetings. 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.

- Kula Ha'aha'a: Any child not picked up by the designated pick up times will be automatically enrolled in the Kama'aina Kids after-school program.

#### **Some tools and resources to be able to do that include:**

##### **Infinite Campus**

Infinite Campus is a web-based system allowing students, parents, and teachers to share information may include:

- Student grades (option to subscribe for grade update alerts)
- Homework assignments
- Report card information
- School transcripts
- Daily school bulletin (option to subscribe)

The system is also used for course registration for the upcoming school year. To be able to access Infinite Campus, you must include your email address on the KS Student Directory Information Form. Parents who do not include their email addresses will receive information via the U.S. Postal Service.


#### **Back-to-School/Wehena Kula and Parent Engagement Nights**

These evening events gives 'ohana the opportunity to meet faculty and staff and gain a brief but meaningful experience in each kula.

#### **Parent Teacher 'Ohana**

The Parent/Teacher 'Ohana (PTO) helps support the mission of the school and promote communication and fellowship between KS and parents. It is composed of volunteer parents/legal guardians, teachers and administrators. The group's board of directors establishes policies, oversees chartered committees and determines programs to sponsor. PTO members help the school in many ways including: serving as chaperones for school outings; acting as liaisons for grade-level activities; operating the school store; coordinating a uniform exchange; and providing enrichment grants and a scholarship fund. The group's annual fundraising event, the





Ho‘olaule‘a, is supported by parents, teachers, staff, and students.

The PTO welcomes your support throughout the school year. Come and make a difference for our children and their school. For more information, visit the KSH PTO website at [kshawaiipto.com](http://kshawaiipto.com) or follow them on social media on Instagram (@kamehamehahawaiipto) and on Facebook (kshawaiipto).

### **Naviance Family Connection College and Career planning tool**

Students will be introduced to Naviance, an online college and career readiness platform that help connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options. KS will make available information contained in student records (including but not limited to, college and career planning information, planning activities, test scores, survey responses, test prep, e-transcripts, e-letters of recommendation, and National Student Clearinghouse data) to Naviance for the sole purpose of assisting the student with college and career planning, and for distribution to colleges, universities, or other institutions as designated the parent/guardian. The information shared by KS with Naviance will not be distributed to third parties without first obtaining parent/guardian’s consent. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.

### **Kamehameha Schools Resource Centers**

Kamehameha Schools Resource Centers (KSRC) provide information and support for school activities in their respective communities. Students or parents needing information or material on school programs, activities, admissions, counseling conferences or community education services may utilize the following centers on this island:

- KS Resource Center – East Hawai‘i  
16-545 Old Volcano Road  
Kea‘au, HI 96749  
Phone: (808) 982-0851
- KS Resource Center – West Hawai‘i  
78-6831 Ali‘i Drive, Suite 429  
Kailua-Kona, HI 96740  
Phone: (808) 322-5400

You may also email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu) or find resource centers located on other islands and more information on the services they provide at [ksbe.edu/resourcecenters](http://ksbe.edu/resourcecenters).



# 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, haumana and 'ohana.

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


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

### School-wide behavioral expectations

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

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

Hō'ihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ yäina. To be humble and



considerate towards others. Hō'ihi aku hō'ihi mai – to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. No'yu 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. 'ylmi na'au pono – to seek what is right, true and good. 'Oia'i'o – truthful in what you say; truthful in what you do.

### **Kapu Items**

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

- Toys, handheld video games, or play equipment (footballs, baseballs, hacky sacks, etc.), except at the request of teachers or principal.
- Radios, tape recorders, CD/DVD/MP3 players, digital recorders, or cameras (except at the request of teachers).
- Flammable Materials (lighters, matches, fireworks, poppers, etc.)
- Unnecessary money.
- Gum and candy.
- Weapons or any other objects that can cause injury.
- Modes of Transportation (bikes, skateboards, scooters, Heelys, Razors, skates, etc.)

Note the school will not be responsible for loss

or theft of kapu items.

### **Electronic Equipment/Cellular Phones**

If a student chooses to bring personal items to school, they assume all risk and liability. Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items. If a student's use of these items interferes with the learning environment, the item will be confiscated and held for pick-up by parents.

Cellular phones have become prevalent as safety/security measures and for communication by families. While on campus students shall:

- Switch cell phones to the off or vibrate position upon entering campus, during class and school activity time
- ONLY use cell phones to check messages and make short calls during the school day and does not interrupt instructional time or learning.
- Not use cell phones, including other functions (i.e. camera) in restrooms or shower/locker rooms and other unsupervised areas.
- Not use phone features/accessories such as camera and video camera, video player and music player, while on campus. These features/accessories are considered kapu items and should not be used except at the request or approval of a teacher.
- Unauthorized use of a cell phone and/or smart watch will result in the device being confiscated by the faculty/staff member observing the misuse and turned in to the school office where the student may



retrieve it at the end of the school day.

- If the device is confiscated after the dismissal bell it may be retrieved the next school day.
- Chronic misuse of cell phones and portable media devices during school hours may lead to disciplinary action.
- Not use cellphones or portable media devices at required events such as Hō'ike, Convocation, Graduation, Baccalaureate and Founder's Day.
- For all student or family emergencies, contact the office to inform them so that the office can best assist your child.

items in a timely manner. Unclaimed items are donated to the PTO school store uniform exchange program and/or other charities.

### **Book and equipment charges**

Students are charged the replacement cost of textbooks or library books and other equipment checked out to them if items are lost.

### **Identification Cards**

Middle and High School students are required to have their KS ID cards in their possession at all times while on campus and on school-sponsored events, unless directed otherwise. Students should promptly and courteously present their cards when asked to do so by a staff member. For high school, IDs are also required to check out books and other media from the Learning Center.

If an ID is lost, damaged, or stolen, a new one may be obtained at the school office by appointment. ID cards that are defaced or changed in any way, must be replaced.

### **Lost & Found Items**

There is a lost and found area in each school office. In order to identify lost items easily, a student's full name should be clearly marked on all personal belongings that are brought to school. Students are expected to pick-up lost





# 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.*

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

We believe in...

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

## **Ka Loina Lawena Pono**

Ke mahalo nei au i Ke Ali‘i Pauahi no kona lokomaika‘i.

I lālā kūpono o ka ‘ohana o Kamehameha, e hō‘ihi ana au i ke Akua, ko‘u po‘e kūpuna, ko‘u ‘ohana a me ke 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, KS is committed to provide 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 KS 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 BEHAVIORS**

To protect the quality and safety of KS’ 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. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

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 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:

- Dishonesty
- Disobeying authority
- Dress code violation
- Excessive tardiness and/or absence
- Failure to follow established rules
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices, laptops, etc.)
- Misuse of school property
- Physical contact (horseplay)

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

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

### **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:

- Cheating and/or plagiarism, or other forms of academic dishonesty
- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students
- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

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

- Behavioral contracts
- Conduct probation
- Continue more stringent Level 1 consequences
- Detention
- Extended restriction of school issued computer or electronic device usage
- In-school restriction
- Outside counseling
- Restitution
- Restriction from school events/activities
- School counseling
- Suspension

### **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:

- Being present where tobacco, drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection  
Gambling and betting
- Minor Theft
- Misuse of school electronic devices, including computers
- Physical assault
- Serious acts of defiance and/or insubordination (includes failing to cooperate or providing false information during a student investigation)
- General sexual misconduct (includes, but is not limited to severe or excessive public displays of affection)
- Use or possession of any nicotine or tobacco product
- Unmodified Level 2 behavior
- Vandalism, graffiti, and/or other forms of destruction of property

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

- Community service
- Continue more stringent Level 1 and/or 2 consequences
- Drug/alcohol assessment/counseling
- Financial restitution
- In-school restriction
- On-campus work assignment

- Outside counseling (at parent expense)
- Release from school
- Repossession of school property/equipment
- Restriction from school events/activities
- School counseling
- Suspension

- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

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

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

#### **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:

- Chronic absences
- Extortion
- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft
- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers
- Serious sexual misconduct

#### **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
- Bomb threat
- Burglary
- Major theft
- Possession, threat or use of a dangerous instrument or weapon (including replica)
- Sale or distribution of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia
- Serious physical assault
- Serious sexual offenses
- Terroristic threatening

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

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





Level 5 incidents 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 incidents to appropriate government authorities.

### **Pu'uhonua**

Students who admit to an assistant principal or dean of students/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 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 incidents 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, or social media (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 DECISION TO RELEASE**

Only disciplinary decisions by the Division Head that result in a release may be appealed to the Head of School. All other disciplinary decisions by the Division Head or designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Division Head or 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 (10) working days to appeal the decision to the Head of School in writing.



## **Release Categories**

There are two types of release categories:

- Release with prejudice: the student is released from Kamehameha Schools without the option to reapply for admissions.
- Release without prejudice: the student is released from Kamehameha Schools with the option to re-apply through the admissions process for the following school year.

## **Appeal Criteria**

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

## **Appeals Process**

Once the written appeal has been received, the Head of School will review the information gathered by the Division Head 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 Division Head. 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 Division Head within a reasonable time. The decision by the Head of School is final and not reviewable.

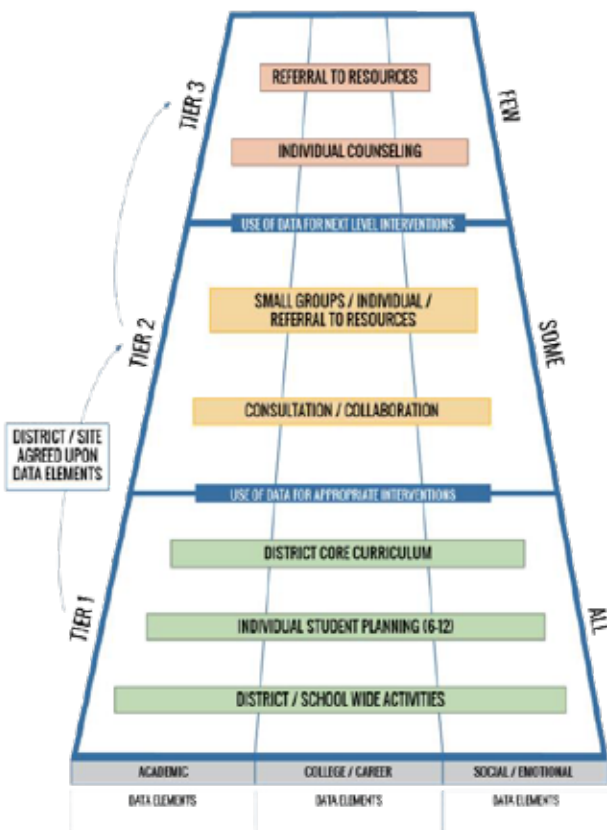
# STUDENT SUPPORT SERVICES

## Multi-Tiered Multi-Domain System of Supports (MTMDSS), Our Learning Intervention Process

Through a whole child approach, Kamehameha Schools Hawai'i 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.

Kamehameha Schools Hawai'i has developed a progressive MTMDSS framework (Multi-Tiered Multi-Domain System of Supports) that crosses the three domains of:

- Academics
- Social / Emotional
- Career / College and Life Readiness



The continuum of support starts with a standards-based, developmentally appropriate core curriculum that is preventative, proactive, and comprehensive. With a focus on student-centered learning, faculty and staff provide personalized instruction as needed for each and every student to be successful. Additional support for students moves from the simplest teacher-student assistance to increasingly more complex interventions. Through a referral process, students who are identified as needing additional support are reviewed by a SST (Student Success Team), which is a multidisciplinary team, led by a school administrator. The development and implementation of a Student Success Plan is closely monitored by school staff and families are kept informed of student progress. For some cases, the SST recommends and helps to coordinate supports in the community beyond what KS can provide. If a student's needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School's Administrator to the Po'ō Kula for disenrollment.

### TIER 1 - UNIVERSAL SUPPORTS FOR ALL STUDENTS (100%)

KS provides all students with a safe and nurturing learning environment.

With a focus on student-centered learning, teachers provide personalized instruction as needed for each and every student to be successful.

- Division and Schoolwide Activities
- Individual Student Planning (Gr. 6 - 12)
- Core Curriculum

*TIER 2 - TARGETED INTERVENTIONS FOR SOME STUDENTS (15 - 20%)*

Students who are identified as needing additional supports are reviewed by the SST to develop a Student Success Plan.

Parents are kept closely involved.

- Individual Counseling (1 – 3 sessions)
- Small Groups
- Post-Suspension Intervention (Conflict mediation, Restorative Justice, CICO, etc.)
- Referral to In-School Resources
- Referral to Out-of-School Resources
- Targeted Parent/Guardian Support and Education (Workshops, Classes, etc.)
- Consultation / Collaboration – Meetings, conferences, etc.

*TIER 3 - INTENSIVE INTERVENTIONS FOR A FEW STUDENTS (5 - 10%)*

As part of a Student Success Plan, the SST, in partnership with ‘ohana, recommends and helps to coordinate supports in the community beyond what KS can provide. If the student’s needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School’s Administrator to the Head of School for disenrollment.

- Individual Counseling
- Intensive Post-Suspension Intervention (Safety Plan, Restorative Justice, etc.)


- Individual Plans (Behavior, safety, attendance, academic contracts, credit recovery, graduation contracts for those at-risk of failing, losing scholarships, or getting admission revoked, etc.)
- Special health services
- Referral to In-School Resources
- Referral to Out-of-School Resources
- Crisis Response (Self-Harm)
- Crisis Response (Threat to Others)
- Crisis Response (Suspected Child Abuse/Neglect)
- Crisis Response (Family: death, divorce, moving, homelessness, etc.)

**Student Behavior Threat Assessments**

The Behavioral Threat Assessment Team is a multidisciplinary team that assesses and minimizes threats of violence from students who are or may be a danger to others. Staff will refer students to a Behavioral Health Specialist (BHS) for a safety evaluation and notify a school Administrator. A multidisciplinary team will gather additional information to assess the level of threat an individual’s behavior poses. The team will also consider support services and other interventions to assist the individual.

**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.

### **Release of Information to Colleges**

As part of the college application process, College Counselors and Deans of Students may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or

disciplinary issues. When specifically asked, KS counselors will respond to such requests truthfully. Our expectation is that our students will do the same.

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

If you do not wish KS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your student, you must notify your student’s College Counselor and grade 12 dean

of students in writing, by August 14. Note that the support staff will be unable to process any college applications on your child’s behalf should you ask to withhold the information.

KS abides by the National Association for College Admission Counseling’s Statement of Principles of Good Practice.

### **Questions & Concerns**

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

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

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



# Attendance, Absences, Leaves, and Tardiness

## ‘A‘ole ‘ulu e loa‘a i ka pōkole o ka lou.

Breadfruit cannot be reached when the picking stick is too short.  
*(There is little chance for success without proper preparation).*

### Attendance Philosophy

Our vision is to prepare our haumāna to achieve their highest potential as good and industrious men and women. Therefore, Kamehameha Schools staff believes that students should be in school, every school day to prepare themselves for the opportunities and challenges offered by the 21st century.

Research shows that few factors within students’ and families’ control are more closely associated with academic success than school attendance. Students need to be present in school to benefit from the teachers’ instruction, and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the goal of faculty is to build a vibrant community of learners.

### School hours and attendance

Students are expected to be on campus during the entire school day. See each school division’s daily schedule for start and end times. It is recommended that students arrive between 7:00 and 7:30 a.m. so that they will have ample time to prepare for the school day and may choose to eat a well-balanced breakfast served in the dining hall from 7:00 a.m. to 7:30 a.m. daily. Supervision is not available prior to 7:00 a.m., so if your ‘ohana has a scheduling conflict, consider signing up for bus transportation or

arrange for another family member or family friend for transportation to school. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day.

If students are not a part of the bus transportation program, here are the details ‘ohana should follow for drop-off and pick-up.

#### *Morning drop-off*


Each school has a designated drop-off time and place for students.

- Kula Ha‘aha‘a - at the Elementary Bus Ramp between 7 a.m. and 7:40 a.m.
- Kula Waena - at the Middle School Bus Ramp between 7 a.m. and 7:40 a.m.
- Kula Ki‘eki‘e - at the Pai‘ea Stadium parking lot between 7 a.m. and 7:40 a.m.

#### *Afternoon pick-up*

Students who are not enrolled in extracurricular activities after-school, should be picked up within 30 minutes of the end of the school day at the designated areas.

- Kula Ha‘aha‘a - at the Elementary Bus Ramp between 2:40 p.m. and 3:10 p.m.
- Kula Waena - at the Middle School Bus Ramp between 2:30 p.m. and 3:00 p.m.

- 
- Kula Ki'eki'e - at the Pai'ea Stadium parking lot within 30 minutes of the end of the school day.

### **Absence Procedures**

Please call your division's Absence Hotline to report the child's name, grade level and reason for absence before 8:30 a.m. This communication enables us to know about the well-being of the students and to prepare make-up lessons or assignments for their return. Please let the office staff know if you anticipate an extended absence.

### **Returning to school**

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and
  - The student saw a healthcare provider during that period; or
  - The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it

contains the same information. One of these is required for re-admittance to school.

If a student's medical condition requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.


### **Returning to School and Activities after a Concussion**

All students who have sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare/medical provider. Clearance by a qualified provider to return to school will begin the KS return to school/activity/play protocol. It is not clearance to return to the KS athletic activity.

Students who do not participate in sports/athletics, must still complete the KS return to activity/play protocols with our KS Athletic Trainers in order to resume Physical Education (PE) and other physical activities that occur while in school.

### **Concussion Prevention and Management Program (ImPACT Testing)**

KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) which is an online neurocognitive assessment. ImPACT's two testing components: baseline testing and post-injury testing are used to determine if a student can safely return to an activity.



ImPACT is only one factor of comprehensive concussion management. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must still be evaluated by a healthcare/medical provider and if diagnosed with a concussion, must complete the KS return to school/activity/play protocols, whether or not the concussion was sustained during a KS activity.

- Students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare/medical provider who is able to provide medical clearance (advanced practice registered nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

Once a student has returned to school full time, they can begin the KS return to activity/play protocol. A healthcare/medical provider's clearance to return to activity/play will begin the KS return to activity/play protocol and will not be treated as clearance to return to the KS athletic activity.

For more information regarding the return to activity/play protocol please read the Athletic Health section of this handbook. For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at [cdc.gov/heads-up](https://www.cdc.gov/heads-up/).

### **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 your child's health room, before your child may return to school.

### **Medical appointments**

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. If appointments are scheduled during the school day, students are encouraged to return to campus for remaining school hours.

### **Excused Absences:**

- Personal illness
- Medical, dental, or mental health appointment with doctor's note
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration

### **Unexcused Absences:**

- Absences reported that do not meet the above criteria
- Absences not confirmed by a phone call to the absence hotline or written note from parent
- Medical, dental, or mental health appointments without doctor's note



- Family vacations during school days/hours
- Knowingly skipping a class or a required activity
- Truancy
- Any absence due to administrative discipline

### **Off-campus pass**

If it is necessary for a student to leave campus during the school day, he or she shall submit a parent note to the school office and obtain an off-campus pass. If your child leaves before 11:00 a.m. it will be counted as an absence. 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 is required to show their pass and student ID card immediately.

### **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.

### **Absences Eligible to be Excused\***


Students in good standing (not experiencing academic or attendance concerns) may be eligible for up to three (3) excused days per year for participation in non-school related activities (e.g., extracurricular trip, college visit, participation in organized sports, performances, funeral of a close relative, etc.). Requests for

excused absence days should be made for special situations only and shall not be used to extend regular student vacation periods. These days may not be transferred to the following school year.

Eligibility for excused absences is determined using all of the following criteria:

- Student shall be in good academic standing (Students having academic difficulty and those on academic probation are not eligible);
- Student shall not be on attendance, academic or conduct probation and have no unexcused absences for the previous and current semesters;
- School Leave Eligibility Form (found on each division’s website) must be completed and turned into the office at least ten (10) school days prior to absence;
- All faculty members who work with the student must acknowledge the School Leave Eligibility Form;
- Final approval will be granted by the principal.

Student and parent(s)/ are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete makeup work. If an approved trip extends beyond three (3) days, or if the student does not get approval for the trip, days absent will be considered unexcused (and subsequent consequences will be enforced) and any requests for the following



year will not be approved.

### **College Visits\***

An excused absence allowance of four days may be granted for college visitations. We ask to receive the parent request and supporting documentation two weeks in advance of the visit. In the event, other siblings are traveling with the family for the visit, the same documentation must be submitted to the respective offices. Absences will be excused upon administrative review and approval.

### **Special Absences\***

If absence from school is necessary for reasons other than illness, bereavement, or a specific uncontrollable event, parents must submit a written request to the Assistant Principal at least two weeks in advance for known absences and as far in advance as possible for uncontrollable events.

Special absences may be granted for enrichment activities (cultural, athletic, and post-secondary). The procedure is the same as college visitations.

*\*Administration reserves the right to approve absences on a case-by-case basis.*

### **Known Late Arrivals and Early Dismissal**

Early dismissal is highly discouraged. Excessive early dismissal may result in attendance probation. If a child must arrive after the start of the day or leave school before dismissal, parents must notify the school office in

advance. Upon late arrival at school, a note must be submitted to the office.

For early dismissals, parents must report to the school office to meet their child, sign them out and obtain an early release pass to be submitted to the Entry Station upon departure. Student drivers must have prior parent approval before leaving and will follow the same checkout procedures.

### **Tardiness to School**

Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. Students who arrive after the start time must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line. Student drivers who are late to school three or more times may have their driving privileges suspended and/or revoked.

### **Leaves of Absence**

Students who need to leave KS to address special needs or concerns may be granted one year's leave of absence. Parents must submit a written request to the Division Head prior to the leave of absence. Conditions for 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.



## Educational and Personal leaves

Examples of such leave include those to address:

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

## Student Exchange and 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.

## Excessive Absence or Tardiness

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

### Excessive Absences

- The student may receive an attendance letter.
  - At five (5) excused or unexcused

absences in a quarter.

- The student may be placed on attendance probation and student/parents may be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student's regular attendance.
  - Kula Ha'aha'a: At twelve (12) excused or unexcused absences.
  - Kula Waena and Kula Ki'eki'e: At ten (10) excused or unexcused absences.
- A school administrator may contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools.
  - At 21 excused or unexcused absences in a year.

### Kula Ki'eki'e Unexcused Absences:

- A student's quarter grade in the class(es) missed may be reduced by one letter grade for the first unexcused absence and by an additional letter grade for a second unexcused absence.
- A third unexcused absence may result in a grade F for the quarter in which it occurs.
- Students may fail for the semester for four unexcused absences in a particular class.
- Consequences for students with more than 10 absences in a single semester may include not earning credit for the semester or being released from Kamehameha Schools.

### Excessive Tardies and Early Releases

- The student or their parent may receive an attendance letter.
  - After five (5) unexcused tardies in a quarter.
- The parent may be contacted via phone.
  - Kula Ha‘aha‘a: At seven (7) tardies and/or early releases in a quarter.
- The student may receive additional disciplinary consequences and may be placed on attendance probation. As part of attendance probation, student/parents will be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student’s regular on-time arrival to school or to each individual class.
  - At ten (10) tardies and/or early releases in a quarter.

Kula Ki‘eki‘e Tardies:

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

**Attendance Probation**

- When a student is placed on attendance probation, the following criteria may be applied:
  - The student may receive Level 4 disciplinary action
  - Individual attendance/tardy contracts will be formulated and the school administrator will determine the length of the student’s attendance probation


- period;
- All student absences during the probationary period require a medical note that states:
  - Nature of the illness
  - Treatment
  - Directions for follow-up
  - Directions for activities (i.e. physical education participation);
- A school administrator will review the student’s attendance record at the end of the year, and further actions, if any, will be discussed with ‘ohana;
- Students who make improvements may be removed from probationary status.

**Make-up Work**

Excused absence

It is a student’s responsibility to arrange make-up of missed assignments due to absence by the required deadline.

- Homework must be requested by 9 a.m. and picked up at the school office by 3:30 p.m. Students or their parents may make prior arrangements for a sibling or friend to bring work home.
- Homework not picked up for two consecutive requests will result in the loss of the privilege of requesting homework when absent.
- Parents may also request homework assignments through email. Other ways to request homework assignments include; visiting the faculty website or Canvas page, calling the teacher directly, or calling a classmate for homework



assignments. Kumu may also be available to provide additional support, prior to a known absence, during the absence (appointments via phone or Zoom can be arranged), or after a return from absence.

- If absence is for one day only, homework can be retrieved the next day.

### **Participation in School Events**

Students must attend classes for at least half-day in order to participate in any extra or co-curricular activities (sports, academic competition, Winter Ball, prom, dances, and other student activities) scheduled for that day or evening. For activities occurring on Saturday, students must be in school the Friday or school day prior.

# STUDENT DRESS CODE AND APPEARANCE

**‘O ka kanaka mio, he kanaka mākaukau i ka holomua.**

An individual sleek in appearance is an individual that is ready to move forward  
(L. Veincent, 2019)

At Kamehameha Schools Hawaii, we desire to have an approach to a dress and appearance guidelines that reflect the values of our benefactor, Ke Ali‘i Bernice Pauahi Bishop. Kamehameha School students have the responsibility to appear as good and industrious individuals who share the kuleana of representing the youth of the Hawaiian people. Our dress and appearance guidelines were designed to:

- Develop a habit of modesty, cleanliness, and appropriateness
- Enhance, not detract, from the learning atmosphere
- Maintain a safe learning environment
- Prepare students for the future
- Instill school pride
- Be easily followed
- Promote equality

Students are required to meet the dress and appearance requirements set in this handbook. Students must be in uniform from arrival on campus until the end of school, or their departure from campus.

Please monitor your child’s attire on a daily basis. Students who are inappropriately dressed or groomed may receive detention. ‘Ohana may be notified of dress code violations. Continued non-compliance is considered insubordinate behavior. Principals makes the final decisions on dress and appearance

matters for their divisions, and there may be differences between elementary, middle and high school, based on a number of factors including age-appropriateness, and student growth and development. Where necessary those differences will be outlined below.


Following are the dress and appearance guidelines enforced on campus:



## DAILY UNIFORMS

KS-approved uniform should be worn everyday unless specified. This includes:

- Uniform Polo Shirt - Classic navy, blue, cobalt, or white.
- Navy blue chino pants or shorts. Khaki is a color option for high school students.
- Navy blue uniform skirt. A navy blue uniform skirt is also an option for elementary and middle school students.
- Navy blue jumper is also available as an option for elementary students.
- KS aloha print dress or aloha shirt is an option for high school students.
- Socks in predominantly navy blue, black,



gray, or white. Socks should be crew length or shorter

- Covered shoes in predominantly navy blue, black, gray, or white
- Solid color belt is required for grades 1-5, and optional for grades K, and 6-12.

### **APPEARANCE**

- Hair should be clean, conventionally cut, and neatly groomed. Modest, natural highlights are also acceptable.
- Natural nails.
- Natural-looking make-up is acceptable in middle and high school, but no make-up in elementary.
- Faces should be clean-shaven. Sideburns no longer than bottom of the earlobe.

### **PHYSICAL EDUCATION UNIFORM & ATHLETIC ATTIRE**

Students are required to wear P.E. shirts and shorts available for purchase at KS Hawai'i PTO Bookstore. The recommendation is to purchase P.E. uniforms before the school year begins and have at least three (3) regulation P.E. shirts and pairs of shorts.

### **OUTERWEAR AND ACCESSORIES**

- Outerwear must be completely plain and logo-free unless it is a KS logo'd windbreaker jackets, cardigan sweaters, and sweatshirts in solid white, navy blue, royal blue, baby blue, black, or gray.
- Jewelry should be minimal and distraction free (does not make noise, excessive in size, etc.) One pair of stud earrings on the earlobe

- Sunglasses, hats, caps, beanies should only be worn outdoors.

### **SPECIAL EVENT ATTIRE AND APPEARANCE**

All students are required to have one special events uniform outfit to be worn on assigned days of the year. Items from this outfit may also be worn as daily uniform wear. Special event attire shall consist of:

#### **ELEMENTARY AND MIDDLE:**


- White KS uniform polo shirt
- Navy blue uniform pant
- Navy blue uniform pleated skirt is also an option for wahine.
- Approved color uniform shoes, socks, and belts should be worn.
- Shirts should be tucked in.
- No outerwear, jewelry, wristwatches, or hair decorations on special events attire days.

#### **HIGH SCHOOL:**

- White, floor-length KS aloha print mu'umu'u and white closed toe pumps or flats (heel no higher than one (1) inch.
- White, long-sleeved KS aloha-print shirt, white, pleated dress pants without cuffs, blue sash, plain and clean white shoes (dress or athletic) with white full-length socks, and a solid black belt with buckle.

### **ALOHA ATTIRE:**

Divisions may choose to have Aloha Attire dress days throughout the year, including on Aloha Fridays. **Students should pay special attention to guidelines issued by student activities for these special dress days.**



Generally, aloha attire includes: Aloha shirts with dress pants, shorts, or denim jeans with no rips or tears. Aloha attire is island wear, the same as May Day attire.

### **CASUAL ATTIRE**

For field trips or other special days, the dress code may include shorts, t-shirt and alternative footwear. Regular uniforms should be worn unless the child's teacher indicates otherwise.

**Students should pay attention to announced dress guidelines**, and if in doubt, don't wear it.

### **RESTRICTIONS/NOT-ALLOWED**

- Unconventional haircuts and unusual/unnatural hair coloring are not allowed.
- No fake acrylic or gel-type nails (for safety reasons).
- Visible body piercings other than on ears (students are not allowed to conceal these).
- Visible inappropriate tattoos.
- Non-uniform apparel worn in place of uniform apparel.
- Ill-fitting, ragged, torn, ink-marked, or dirty uniform garments
- Visible undergarments, including bathing suit tops.
- Long-sleeved garments worn under uniform shirts.
- Shorts, skirts, or pants rolled up at the waistband or leg openings.
- Sweatpants or leggings are not allowed.
- Spiked heels, sandals, slippers, or open backed shoes or boots.
- Hats, caps, beanies, sunglasses, or hoods worn indoors.

- Long-sleeved shirts (e.g. dress and flannel shirts) and T-shirts worn as outerwear.
- Bandanas
- Large hoops, long dangling earrings, gauges, spikes, or multiple earrings.
- Beards or moustaches.
- For kāne, hair that covers the eyebrows, falls below the earlobe, or touches the top of the shirt collar.
- Surf shorts

### **DIVISION SPECIFIC GUIDELINES**

#### **KULA HA'AHA'A**

- Shirts must be tucked in and belts must be worn with shorts or slacks (except in Kindergarten where belts are optional).
- No dangling earrings are allowed. Wearing of other distracting or expensive jewelry is also not allowed. Make-up, colored nail polish and false nails are not allowed.
- Skirts, skorts, and jumpers must not be shorter than 2 inches above the knee while standing.
- **Spare clothing** - All kindergarten and 1st grade students must keep a complete change of non-uniform clothing at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school.
- It is recommended that kindergarten students wear Velcro or zipperfastened shoes until they are taught to tie shoelaces on their own.
- **IMPORTANT:** Please write your child's name on the inside of all garments to make it easier for you to claim them if they are lost.





## KULA WAENA

- Athletic attire requirements also include one (1) pair of running or cross training shoes in acceptable colors and one (1) set of KS uniform swimwear or something commensurate.
  - For girls - a modest black one-piece swimsuit.
  - For boys - a pair of black swim trunks.
- Also required are:
  - One (1) pair of swim goggles
  - One (1) bike helmet
- The P.E. uniform, including shoes and socks, are to be worn at all physical education classes. Please label uniforms with permanent ink. 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.

## KULA KI'EKI'E

- Students who are inappropriately dressed or groomed will be suspended to the school office until they comply with the dress code.
- Students will receive two hours of detention plus two additional hours of detention for every period of the school day that they are not in compliance.
- The vice principal will make 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, or the Maui and Hilo seasonal stores which are operational from mid-July through August. Purchases may also be made online. For business hours and other details, please visit [www.landsend.com](http://www.landsend.com) or call the 24/7 customer service: 1-800-469-2222. Find a catalog and more information at [ksbe.edu/uniforms-hawaii](http://ksbe.edu/uniforms-hawaii).

The Lands' End year-round store on O'ahu is located at:

Nā Lama Kukui #118  
560 Nimitz Highway  
Honolulu, HI 96817  
Phone: 808-585-7441

Lands' End School Outfitters is the exclusive vendor for KS uniforms and special events attire.

Official, approved P.E. uniforms can be purchased at the KS Hawai'i PTO School Store. Find the school store schedule at [kshawaiipto.com](http://kshawaiipto.com), or follow their Facebook and/or Instagram pages for announcements of openings.

### Uniform exchange program

The Parent Teacher 'Ohana (PTO) coordinates an ongoing uniform exchange program in which gently used uniforms may be purchased or exchanged. Please contact the PTO School Store at 808-982-0678 for more information.



# DINING SERVICES AND STUDENT LIFE

## DINING HALLS

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

There are two dining halls on the Kamehameha Hawai'i campus -

- Hā'aeamahi Dining Hall - serving our K-8 haumāna
- Keawe Dining Hall - serving our high school haumāna

Both dining halls are currently operated by Flik Independent School Dining. Links to the menus Flik prepares can be found on the schools website at [ksbe.edu/hawaii](http://ksbe.edu/hawaii).

## MEALS

### Breakfast

All students have the option to eat a healthy breakfast before attending school. The school provides a breakfast program every morning from 7:00 to 7:30 a.m.

### Snack

Elementary and Middle School students also enjoy a daily snack at recess.

### Lunch

All students are served a lunch prepared in the


schools' kitchen and are encouraged to taste each menu item to promote healthy eating habits and develop an adventurous attitude towards food. Students may choose to drink milk or water. All students are required to eat lunch, and no student may be absent from lunch without permission.

### Special diets

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

## DINING HALL ETIQUETTE

- Listen quietly and attentively to luncheon announcements.
- Practice common courtesy and good table manners while in the dining hall. Loud, boisterous behavior is not appropriate. All diners are expected to be friendly and polite to each other.
- Use the designated entrance and exit doors in the dining hall to fall in line. Cutting in line is not permitted.
- Take only what you are certain you can eat to avoid waste. You can always return for seconds if you are still hungry.
- Outside food or drinks are not permitted into the dining room.
- If you spill or drop something it is your kuleana to clean it up. Minor spills can be



wiped up with a cloth and sanitizing solution provided at stations throughout the dining room. For larger spills, find a dining hall staff member to get the necessary cleaning supplies.

- Once you are done eating, take your dining utensils, plate, and tray to be cleaned. Under NO circumstances should these items leave the dining hall.
- Please make sure the table is wiped and clean before leaving the dining room.
- Students are not permitted to take food from the dining hall unless approved by KS.

- Nae'ole Swimming Pool
- Tennis courts

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

## **BIRTHDAYS**

Birthday parties, treats, cake/ ice cream, balloons, flowers and/or leis are not allowed. Distribution of invitations for out of school parties is discouraged. Delivery of balloons, flowers, limousine pick-ups at school and special recognition tokens are not allowed.

## **SCHOOL STORE**

The school store located at the Pai'ea Stadium on the high school campus and is operated by the PTO on a volunteer basis. P.E. uniforms are available for purchase. Please refer to the Hawaii campus school store webpage at: [kshawaiipto.com](http://kshawaiipto.com) for hours of operation.


## **RECREATIONAL FACILITIES**

The campus recreational facilities include:

- Kamehameha Pai'ea Football Field
- Koai'a Gymnasium (Weight Room, Aerobic Room) – High School
- La'amea Gymnasium – Middle School

# Kula Ha'aha'a Elementary School (K-5)





# Kula Ha‘aha‘a Information

Kamehameha Schools Hawai‘i  
16-714 Volcano Road Kea‘au, HI 96749  
Office hours: 7:00 a.m. to 3:30 p.m. (Monday to Friday)  
School Day hours: 7:45 a.m. to 2:40 p.m. daily  
Main office phone line: 808-982-0200  
Attendance Line (24 hours): 808-982-0220  
Fax: 808-982-0210

## **Principal**

Ka‘ulu Gapero	808-982-0207	kagapero@ksbe.edu
Melissa Mae Pacheco (Administrative Coordinator)	808-982-0208	mepachec@ksbe.edu

## **Vice Principal**

Waianuheha Paleka	808-982-0251	rhpaleka@ksbe.edu
Dancyne Kama (Administrative Assistant)	808-982-0201	dnkama@ksbe.edu

## **Lead Architect, Personalized HCBE**

Hanakahi Perreira	808-982-0246	syperrei@ksbe.edu
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## **Counselors**

Tim Kudo	808-982-0235	tikudo@ksbe.edu
Tracy Kāneakua	808-982-0267	trkaneak@ksbe.edu

## **‘Ohana & Student Activities**

Nikki Iwata (Coordinator)	808-982-0268	niiwata@ksbe.edu
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## **Mālama Ola Health Services**

Desi Hanohano (Registered Nurse)	808-982-0411	dehanoha@ksbe.edu
Binh Davis (Medical Assistant)	808-982-0411	bidavis@ksbe.edu

## **Charles Reed Bishop Learning Center**

Hannah Pavao (K-5 Librarian)	808-982-0495	hnpavao@ksbe.edu
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## **Kama‘āina Kids After-School Program**

	808-982-0256	
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## Ka Mana‘o o ke Po‘o Kumu (Principal’s Message)



Ka welina a ke aloha iā kākou āpau e nā ‘Ohana Kula Ha‘aha‘a,

On behalf of our kula ha‘aha‘a kauhale, I welcome you to school year 2024-2025. As your keiki’s first kumu, you are deeply invested in his or her development. We are honored that you have chosen our kula to continue this journey of learning and growth with your keiki.

Ensuring that our haumāna find their passion and purpose as contributing members of our kaiāulu, and that each keiki is well-prepared to meet his or her potential via a personalized learning experience are priorities that we share across all K-12 divisions here at Kamehameha Schools Hawai‘i. We appreciate your commitment to our kula, and our direction as we strive to prepare each haumāna to become the strong ‘ōiwi leader that our lāhui needs.

This handbook serves as a support to our haumāna and ‘ohana by clarifying procedures and expectations of our program. Your review of the information contained herein builds common understanding of our shared kuleana as partners in support of your keiki’s learning. We mahalo you for taking the time to familiarize yourself with the contents of this handbook and trust you will reach out at any time should you have any questions or need for support.

We are excited to work with your keiki and ‘ohana, and look forward to a year of learning, growth, and ola!

Na‘u nō me ka ha‘aha‘a,

A handwritten signature in black ink, appearing to read 'Ka'ulu Gapero', written in a cursive style.

Dr. Ka‘ulu Gapero  
Po‘o Kumu, Kula Ha‘aha‘a  
Kamehameha Hawai‘i



## Our Kula Ha‘aha‘a Educational Program

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

Students are required to adhere to all curricular requirements of the Kamehameha Schools’ program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian culture and language studies (‘ōlelo, oli, mele, hula), Concerts, May Day and attendance at Founder’s Day.

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student, School Counselor or Division Administrator.

### **Classes**

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs.

### **Teachers**

The students’ homeroom program is enriched by specials teachers of art, Hawaiian language and culture, music, physical education/health, and science/STEAM. In addition, students receive Christian education, guidance, and library skills instruction. Resource teachers work with children who require support in language arts or math, either in small-group or individual settings.

### **Field trips**

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

### **Homework**

We strive to make sure that our homework is purposeful and meaningful. Your child’s teacher will communicate his/her expectations at the beginning of the year through various means with you and will be available at open house to clarify any expectations. A cooperative effort of school and home is encouraged.



Examples of assignments may include:

- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Writing
- Sharing/discussion of experience
- For best results, parents should provide:
- A quiet place free from distractions such as TV
- A scheduled time for homework
- Proper homework supplies
- Interest and support

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

Including nightly reading, the following are time allotments for homework:

K-1	10-20 minutes
2nd	20-30 minutes
3rd	30-40 minutes
4th	40-50 minutes
5th	50-60 minutes

## **STUDENT PROGRESS REPORTS**

Grades help our teachers communicate your child's level of achievement in school. Report cards are issued at the end of each quarter to communicate academic, social and behavioral progress.

Grades K-3 utilize the following progress report descriptors:

EM = Emerging: Your child is beginning to develop the targeted skills/behaviors and needs teacher assistance most of the time.

PR = Progressing: Your child is in the process of learning and applying targeted skills/behaviors. He/she is making steady growth on the development continuum towards understanding of concepts.

CD = Consistently Demonstrating: Your child is independently applying and utilizing targeted skills/behaviors. On a regular basis he/she is showing continued understanding of concepts.

Grades 4-5 report progress using the following letter grades and skill achievement ratings:

### Achievement

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

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

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

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

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



### Skill Achievement Ratings

+ = Exceeds expectations

✓ = Meets expectations

- = Below expectations

The grading scales may be used individually or in combination for daily work and quarter grades. Some assignments and assessments may also receive letter grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

### ACADEMIC PROBATION

Students performing at unsatisfactory or marginal levels, at grades 4-5, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

A student is placed on probation if, at the end of a quarter, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, science and social studies.

Academic probation runs for one full quarter. The length of attendance and conduct probations vary depending on the circumstance. While on academic probation, students are expected to take full advantage of extra help. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the two-year period from grades 4 through 5, a student on academic probation for three (3) quarters will be subject to release from KS Hawai'i Elementary. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

### COUNSELING SERVICES

Two counselors offer a variety of counseling and guidance services to students and families.

They are:

Tim Kudo (808) 982-0235


Tracy Käneakua (808) 982-0267

### AFTER-SCHOOL CARE

If you are unable to pick your child up by 3:10 p.m. you must enroll your child in the campus' Kama'āina Kids after-school program. The program operates out of the Hā'aeamahi Dining Hall (Mon-Thurs) and Keaka Playcourt (Fri) and offers study time, planned activities and play time from 2:40 – 5:30 p.m. (M - F). The cost is not covered by school tuition or financial aid. Call Kama'āina Kids at (808) 262-4538 for enrollment information.

In addition, special after school programs are offered by the school throughout the year. Students experiencing academic, conduct, or attendance concerns may not be eligible to participate in afterschool programs.

- Please pick up your child within 10 minutes after a school-sponsored activity ends.



Any child not picked up by the designated pick up times will be automatically enrolled in the Kama'āina Kids after-school program. The daily drop-in rate (\$20) is due at the time of pick up.

- Use the Elementary School Bus Ramp for active loading and unloading only.

### **TRANSPORTATION PLAN CHANGES**

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the school office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency, a phone call to (808) 982-0200 by 11:00 a.m. is also satisfactory. If parental notification is not received, transportation arrangements for a child may not be changed.

### **INTER-CAMPUS ACCESS & REQUIRED PASS**

Students who attend a KS program and meet up with a KSH sibling OR parent who is a KS employee must obtain an inter-campus pass. Forms are available through the front office.

The inter-campus pass is issued under the following SPECIFIC conditions:

#### KS Program

- Student must be officially enrolled in a KS program.
- Student must be in the designated KS program area under the direct supervision of the teacher/coach.

- Student must be picked up within 15 minutes of the program end time.

#### Employee's Child

- Employee must escort student to the designated area.
- If employee is unable to escort the student, student is allowed to walk to the middle school to meet employee at the designated area OR ride the hitchhiker bus available ONLY to the high school.
- Student must be in direct supervision of employee at all times.
- Student must also be in the employee's designated area.

### **STUDENTS NOT AT CORRECT DESTINATION**

If your child does not arrive where and/or when expected from school, call the elementary school office at (808) 982-0200 immediately. If the office is closed, call the school main gate at (808) 982-0149. School personnel will assist in locating your child.

### **BIRTHDAYS**

Our school makes the time to celebrate every child's birthday once a month during lunch. Your child will be recognized during his or her birthday month with all other celebrants. Birthday treats are served. Requests for birthday parties in the past have significantly impacted instructional time and therefore we ask that you please DO NOT bring food to school for your child's birthday including cake, cupcakes or ice cream. Delivery of balloons,



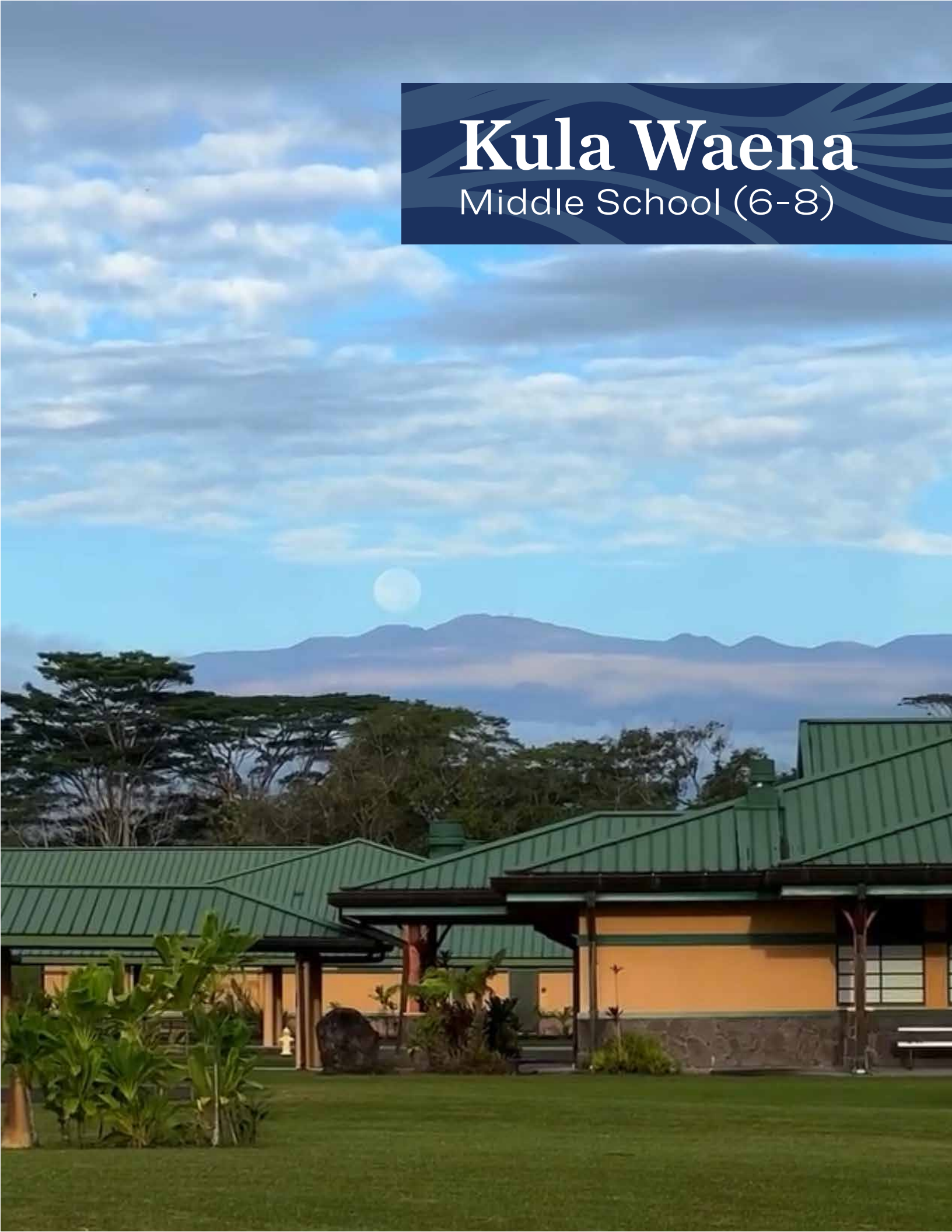
flowers, and other gifts is also not permitted.

We ask that you consider donating a “birthday book” or board game to the classroom in honor of your child’s birthday. Please contact your child’s teacher for additional suggestions.

Requests for birthday celebrations with food items are not allowed. We recommend party invitations be distributed outside of school.

# Kula Waena

Middle School (6-8)





# Kula Waena Information

Kamehameha Schools Hawai'i  
16-712 Volcano Road Kea'au, HI 96749  
Office hours: 7:15 a.m. to 3:30 p.m. (Monday to Friday)  
School Day hours: 7:40 a.m. to 2:40 p.m. daily  
Main office phone line: 808-982-0400  
Attendance Line (24 hours): 808-982-0420  
Fax: 808-982-0410

<b>Principal</b> , Dr. Heather Tehani Corcoran	808-982-0407	hecorcor@ksbe.edu
<b>Vice Principal</b> , Smith Kaleo Kaleohano	808-982-0435	smkaleoh@ksbe.edu
<b>‘Ōiwi Learning &amp; Teaching Mobilizer</b> , Dr. Nate Gong	808-982-0404	nagong@ksbe.edu
<b>Lead Architect, Personalized HCBE</b> , Kyle Kaaa	808-982-0431	kykaaa@ksbe.edu
<b>Student Activities Coordinator</b> , Layne Arakaki	808-982-0468	laarakak@ksbe.edu
<b>Middle School Counselors</b>		
6th Grade, Earl Kalawai'a Jr.	808-982-0446	eakalawa@ksbe.edu
7th Grade, Robbie Ann Shimose	808-982-0503	roshimos@ksbe.edu
8th Grade, Kealohamakua Wengler	808-982-0453	kewengle@ksbe.edu
<b>Kahu</b> Kensy Apaka	808-982-0017	keapaka@ksbe.edu
<b>Other important Kula Waena phone numbers</b>		
Mālama Ola Health Services Health Room	808-982-0411	or 808-982-0211
Charles Reed Bishop Learning Center	808-982-0484	
Nae'ole Pool	808-982-0657	

# Ka Mana'ō o ke Po'ō Kumu

(Principal's Message)



Aloha mai kākou e nā 'ohana kula waena!

I'm pleased to welcome all of you to a new school year at Kamehameha Schools Hawai'i. Our kula waena is home to 348 'ōpio in grades 6–8 and approximately 50 teachers and support staff. We are blessed with outstanding facilities and programs to support your child's development, and a faculty and staff with an unwavering commitment to the mission of our school.

Our goal as a kula waena is to provide a nurturing environment in which our Hawaiian students flourish academically, spiritually, culturally, socially and behaviorally. Our faculty and staff are deeply committed to this goal, and we will do our best to ensure that your keiki experiences a quality education at this very critical point in his or her development.

We realize the importance of a solid home and school partnership and value your role as a parent and as your child's first teacher. Together with your support and dedication, we will be able to accomplish the goals of our school and fulfill Pauahi's wishes. Please contact us any time you have questions or concerns throughout the year.

I appreciate the commitment you have made to your child's education and am looking forward to our time together. Here's to a successful school year!

Me ke aloha pumehana,

Heather Tehani Corcoran, Ph.D.  
Po'okumu, Kula Waena  
Kamehameha Hawai'i



# Our Kula Waena Educational Program

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

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

## **COURSES**

Middle school courses provide students with an organized, systematic way to learn and practice basic skills. They also help them sharpen their study skills in preparation for the rigorous academic demands of high school. The following are courses that are required at each grade level.

### 6th Grade

- English Language Arts
- Hawaiian Language
- Mathematics
- Physical Education/Health
- Science
- Social Studies

- Elective Wheel (1 quarter each)
  - Art
  - Band
  - Innovative Technology
  - Kāko'o Māla

### 7th Grade

- English Language Arts
- Hawaiian Language
- Mathematics
- Physical Education/Health
- Science
- Social Studies
- Elective - Choice of one (1)
  - Art
  - Band
  - Hawaiian Ensemble
  - Innovative Technology
  - Kāko'o Māla
  - Vocational Technology Technician

### 8th Grade

- English Language Arts
- Hawaiian Language
- Mathematics
- Physical Education/Health
- Science
- Social Studies
- Elective - Choice of one (1)
  - Art
  - Band
  - Hawaiian Ensemble
  - Innovative Technology & Media Communications

- Kāko‘o Māla
- Vocational Technology Technician

## **CLASS SCHEDULES**

Classes meet every other day. All classes are 70 minutes long and homework is assigned on a regular basis. In addition, each student participates in "Special" courses, including but not limited to: Christian Education, Digital Citizenship, Guidance and Library Media. They also participate in a monthly Ekalesia or devotional, offered by our campus kahu.

## **KŪKULU**

Kūkulu is a block that students may use to get help from their kumu, meet with their school counselor, or start their homework. Students identified for academic support in math and language arts may also meet with our math and literacy specialists for additional support. Academic support sessions are designed to offer small group and one-on-one instruction to help maximize learning. Club meetings and rehearsals may also be held during Kūkulu.

## **STUDY HELP**

Students who would like extra help with their schoolwork can make arrangements for study-help sessions with their teachers. Sessions are usually held before or after school, during break, or during Kūkulu. Teachers may require attendance in study help sessions to help improve a student's academic performance.

## **FIELD TRIPS (HUAKA'I)**

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.

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. This celebration takes place on campus and involves the entire student body.
- Charles Reed Bishop Founder's Day is celebrated on or near January 25. Mr. Bishop is the founder of the Kamehameha Schools Preparatory Division. A student-led memorial service is held to celebrate the life of Charles Reed Bishop.

## **HOMEWORK POLICY**

The purpose of homework is to help students establish a sense of responsibility, become more independent learners, reinforce skills, and complete daily assignments. In order to achieve these purposes, a cooperative effort between school and home is encouraged. No homework



will be assigned over the vacation periods of Fall and Spring Break, Thanksgiving, and Christmas.

For best results, parents should provide:

- A quiet place free from distractions, such as TV.
- A regular time to complete homework.
- Interest and support in student’s homework.
- Supplies to do homework.
- Daily monitoring of student’s planner.

**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:

Grade	Percentage	Grade Point for GPA Calculation
A	100-93%	4.0
A-	92-90%	3.7
B+	89-87%	3.3
B	86-83%	3.0
B-	82-80%	2.7
C+	79-77%	2.3
C	76-73%	2.0
C-	72-70%	1.7
D+	69-67%	1.3
D	66-63%	1.0
D-	62-60%	0.7
F	59-0%	0.0

The kula waena grading policy focuses on two types of assignments, formative and summative.

- Formative assignments assess practice work, such as homework or class work, and are used to monitor learning and inform instruction. Teachers use formative assessments to determine if students are “getting” what’s being taught or if something needs re-teaching.
- Formative assignments are worth 20% of a student’s final grade for a quarter.
- Summative assignments assess projects, tests, or performances that are used to determine student learning. Teachers use summative assessments at the end of a topic of instruction or quarter.
- Summative assignments are worth 80% of a student’s final grade for a quarter.
- Assignments given during an absence are due no later than 5 school days after returning for full possible points.
- Any missing assignment must be turned in within 5 days of the due date. If not turned in by this deadline, the student will receive a “O” for the assignment.
- Late assignments will not receive full credit.
- The lowest possible score a child can receive on a completed assignment is 50%.
- Incomplete assignments are unacceptable and will receive a “O” if the assignment is not completed within 5 days of the due date.



### **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

### **Incomplete grades**

An “incomplete” or “I” will be given to students who have not completed their assignments in a subject area due to extenuating circumstances. 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.

### **Other Reports of Student Progress**

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

- Notices of merit – Recognizing special achievements in academic, performance and citizenship endeavors.
- Notices of concern – Submitted by teachers to the principal or counselors and parents concerning poor grades, failure to

complete assignments, low test scores, or classroom behaviors that interfere with learning.


- Mid-Term Progress Reports – Submitted when a student is performing below a “C” average at the midpoint in the quarter.
- Phone calls and emails concerning student progress may also be initiated by teachers and school personnel.
- Infinite Campus – Parents and students may access Infinite Campus online to monitor their progress. Grades are updated as assignments are graded.

### **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 of F in any class for two or more quarters must attend summer school and earn a grade C or better in order to be promoted. Make-up courses will be determined by the school administration. Students who fail two or more classes in a school year may be released from Kamehameha Schools.

### **Academic Probation**

Students are placed on academic probation if they receive an F, two or more D’s, or if their GPA falls below 2.0 during a given quarter. They remain on probation until the next grading period. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions for a minimum of two weeks.



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 released from Kamehameha Schools.

## **LUNCH PERIOD**

Additional details about what students should do during the lunch period each day.

### Dining etiquette

- Each table in the dining room seats up to eight people. A new seating chart is issued each quarter. Students may not move from their assigned table unless a staff member requests them to do so. “Table hopping” is prohibited.
- Listen quietly and attentively to announcements while seated.
- Practice common courtesy and good table manners while in the dining hall. Loud, boisterous behavior is not appropriate.
- If you spill or drop something, it is your responsibility to clean it up.
- Utensils should be used for all foods except for finger foods.

### Clean up kuleana

- When everyone has finished eating, cleanup is the responsibility of all students (on a rotating basis). Additional cleaning responsibilities will be assigned to students on detention.
- Students with clean up kuleana are not to

leave the dining hall until excused by the lunch supervisor.

- Students who fail to adhere to lunchroom procedures and etiquette requirements may be subject to disciplinary consequences.

### Dismissal

The dining room supervisor will dismiss the lunchroom.

- When dismissed, stand, push in your chair, and quietly exit the dining room.
- Students should stay within established boundaries.

# **KULA WAENA 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. The 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, called the



Associated Students of Kamehameha Middle School (ASKMS).

Each KS middle school student pays dues of \$10.00 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 student activities coordinator.

### **ASKMS ACTIVITIES**

The ASKMS sponsor dances and other on-campus activities. These are “closed”, which means that only Kamehameha Schools Hawai'i Middle School students may attend. Appropriate attire is expected.

### **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 previous Friday or school day prior. Students who are on conduct or academic probation are NOT eligible to participate in the following:

- 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, speakers, ASKMS representative, etc.)

Following are the guidelines for student activity ineligibility:


#### **Ineligibility due to conduct and/or attendance probation**

Students who are on conduct or attendance probation for misbehavior or poor attendance 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 principal.

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

Students on academic probation are not eligible to represent the school in athletics or other 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 in 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, 2nd and 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 grade level counselor. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competitions.

- Ineligibility based on grades from 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 grade-level counselor. 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 competitions.
- 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 grade level counselor.
- Students with low GPAs
- Athletes with a GPA below 2.0 will be ineligible to compete in tournaments.

Written clearance from your child's grade level counselor 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 your child's grade level counselor.

## **KULA WAENA SERVICES AND RESOURCES**

### **COUNSELING**

The middle school counseling program helps students better understand and accept themselves, make good decisions, develop educational and career plans, and resolve interpersonal conflicts and individual concerns. In addition to personal-social counseling and crisis intervention, 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 academic challenges with teachers, and helping students realize and meet their



school responsibilities.

### **Guidance classes**

Counselors teach mandatory guidance classes to ensure that all students get to know their counselors and 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**

Counselors share their expertise with faculty members to help manage learning and behavioral issues and keep the lines of communication open with families.

### **THE CHARLES REED BISHOP LEARNING CENTER**

The mission of the Charles Reed Bishop Learning Center (CRBLC) is to inform, enrich, and empower students by providing access to a vast array of resources and information in a welcoming and caring environment.

The learning center is a shared facility used by both Elementary and Middle Schools. However, the circulation policies differ.

### **Hours of operation:**

Hours vary from quarter to quarter and will be posted on the Learning Media Canvas homepage for reference.

### **Circulation policies for Middle School**

- A maximum of 5 items may be checked out at any time.

- Print materials may be renewed once. AV materials may not be renewed.

### **Loan Periods:**


General collection and Hawai'i-Pacific Collection	2 weeks
AV materials	1 week

### **Overdue notices**

- Notices will be sent out via email to the student and parent.
- If item is not returned 30 days after it is due, item will be considered lost and student will be billed for the replacement cost of the item. Parents will also be notified.
- Replacement cost for lost books: (Includes a non-refundable \$5.00 service charge.)
  1. Hardback \$20.00 + \$5.00 = \$25.00
  2. Paperback \$10.00 + \$5.00 = \$15.00
  3. Hawaiian \$50.00 + \$5.00 = \$55.00
  4. AV \$30.00 + \$5.00 = \$35.00
- All obligations must be cleared and overdue books checked in by the end of each quarter. If a student has an outstanding obligation, the student may not be able to attend celebrations.

### **Resources and services**

- Print and online resources – The Learning Center houses a variety of print and non-print resources to support the curriculum and to foster pleasure reading. These include a non-fiction collection, Hawaiian resources, and fiction titles for varied reading interests. Online databases



include Britannica Online and EBSCO.

- Other resources – A copy machine and color printers are available.
- Interlibrary loan service – The resources of the Keku'iapoiwa Learning Center at the High School are available to Middle School students.

## **CELL PHONES**

Use of cell phones during the school day is prohibited, unless special permission is granted by a staff member. Cell phones may only be used for communication purposes with family, coaches, etc. Use is limited to the middle school bus ramp area prior to 7:40 am and after 2:30 pm. A student's cell phone will be confiscated if:

- a student is seen with his/her phone during the day;
- a student's cell phone turns on/makes noises during the school day;
- it is determined that a student used his/her cell phone during the school day without permission.

Unauthorized use of cell phones will result in confiscation and phones may be picked up at the school office after 2:30 pm on the day that it was taken away. The cell phone infraction will be recorded and may lead to disciplinary action. The school will not be held responsible for the loss or theft of any cell phone.

## **LOST & FOUND ITEMS**

A lost and found cart is in the main foyer. We advise families to label their items as this helps expedite returning the right item to the

right person. At the end of each quarter all unclaimed items are donated to the Salvation Army. KS logo items will be donated to the PTO school store.

## **STUDENT LOCKERS**

### Book lockers

Locker assignments are made at the beginning of the school year by grade level. All locker assignments and lock combinations are registered. Students are strongly encouraged to lock up books and items of value, and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school. All items left in lockers at that time will be discarded.

### P.E. lockers

Students will be issued a padlock at the beginning of the school year and should clear lockers of belongings by the last day of school.

*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:

- Kamehameha Pai'ea Football Field
- Koai'a Gymnasium (Weight Room, Aerobic Room) – High School
- La'amea Gymnasium – Middle School
- Nae'ole Swimming Pool

- Tennis courts

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

### **AFTER SCHOOL**

All students NOT participating in a KS sponsored event must be picked up no later than 3:00 pm daily. Parents who regularly do not pick up students by these times may be required to attend a mandatory conference with Kula Waena administration to determine an appropriate course of corrective action.

### **INTERCAMPUS MOVEMENT FOR AFTER SCHOOL ACTIVITIES**

Students who remain on campus after school for extracurricular activities must register their intercampus movement at the Middle School office. Movement is allowed for the following specific reasons:

#### Employee's Child

- Student must be in direct supervision of employee at all times.
- Student must also be in the employee's designated work area.

#### Meet KS Sibling **at Elementary only**

- Student must be with sibling at all times until pickup at location designated on pass.

#### Attend KS Program

- Student must be officially enrolled in a KS program (sports, clubs, managers).
- Student must be in the designated KS program area under the direct supervision of the teacher/coach.

Any middle school child at another division should be able to explain the purpose of their visit, which can be verified with the Middle School office. Interested parents should contact the office to complete this registration.



# Kula Ki'eki'e

High School (9-12)



# Kula Ki'eki'e Information

Kamehameha Schools Hawai'i  
 16-716 Volcano Road Kea'au, HI 96749  
 Office hours: 7:00 a.m. to 3:30 p.m. (Monday to Friday)  
 School Day hours:  
 Odd schedule days - 7:45 a.m. to 2:40 p.m.  
 Even schedule days - 7:45 a.m. to 2:30 p.m.  
 Wednesdays - 7:45 a.m. to 1:45 p.m.  
 Main office phone line: 808-982-0600  
 Attendance Line (24 hours): 808-982-0620  
 Fax: 808-982-0610

Kumu Lehua M. Veincent, Ph.D.	<b>Po'okumu</b>	808-982-0607
Phil Aganus	<b>Hope Po'okumu</b>	808-982-0609
Pua Kalaniopio	<b>Hope Po'okumu</b>	808-982-0435
Isaac Vigilla	<b>Dean of Studies</b>	808-982-0634
Jan Gapero	<b>Lead Architect, Personalized HCBE</b>	808-982-0637
Dory Shigematsu	<b>'Ōiwi Learning &amp; Teaching Mobilizer</b>	808-982-0662
Corrine Kanno	<b>'Ōiwi Learning &amp; Teaching Mobilizer</b>	808-982-0708
Jodie Kimura/Student Life Center	<b>Student Activities Coordinator</b>	808-982-0733
Terri-Lyn Saragosa	<b>'Ohana and Alumni Presence Relations Coordinator</b>	808-982-0749

## 'Alihilani College, Career & Lāhui Readiness Center

Ka'imiloa Yoshida	<b>Grade 9 &amp; 10 Counselor</b>	808-982-0690
Donna Mahuna	<b>Grade 9 &amp; 10 Counselor</b>	808-982-0615
Malcolm Helm	<b>Grade 11 &amp; 12 Counselor</b>	808-982-0453
Jo-Lyn Mehau	<b>Grade 11 &amp; 12 Counselor</b>	808-982-0453
Derek Nekoba	<b>Grade 11 &amp; 12 Counselor</b>	808-982-0017
Keola Ma'a Hewitt	<b>Career Academy Liaison</b>	808-982-0737
Zoe Leonard	<b>Higher Education Transition Specialist</b>	808-982-0641
Makana Campbell	<b>Higher Education Transition Specialist</b>	808-982-0749
Tracey Wise	<b>Behavioral Health Services</b>	808-982-0781

## Other important phone numbers

Mālama Ola Health Room	808-982-0611
Keku'iapoiwa Learning Center	808-982-0643
Nae'ole Pool	808-982-0657

## Ka Mana'ō o ke Po'ō Kumu (Principal's Message)



Me ke aloha nui iā 'oukou a pau e nā haumāna me nā 'ohana o nēia mokupuni Hawai'i mai Kumukahi o Puna a i Pu'uohau o Kona, mai 'Ūpolu ma Kohala a i Kalae i Ka'ū,

We welcome you back to another school year!

With this new school year, we will continue to elevate the uniqueness of our school culture and the talents of our students through the various programs, events, and activities that has made Kamehameha Schools Hawai'i Kula Ki'eki'e a kauhale of hana, kāko'o, aloha, and pono!

The success of learning exists with the triangulation of collaboration between our haumāna, our 'ohana, and our kula. May we continue to work collaboratively to ensure that your child is provided the opportunity to grow, to work towards independency, to become advocates for their own learning and their own futures, to make good and pono choices, and to hold closely their 'ohana and their 'āina in knowing who they are and where they come from. Through one's successes, challenges, progress, accolades, and work, one's own growth is inevitable.

This Student Parent Handbook is in place to provide the needed assistance and guide to you and your keiki. I urge our 'ohana and haumāna to read and use the handbook as this book is written in order to create an environment conducive to learning, where our students are safe and secure, and that expectations are set for our stakeholders in honor of our Ali'i Pauahi. I encourage you to spend time to review and acknowledge the processes and procedures in place to ensure that your child has a successful and wonderful school year as well as make pono choices for progressive movement through their high school years and beyond!

With the aloha of our Akua, I send to you my deepest aloha and mahalo for your continued support, aloha for your child, and embracing the vision and mission of our Ali'i Bernice Pauahi Bishop.

I Mua! E Ola!

Na'u Ihola,

A handwritten signature in black ink, appearing to read "Lehua M. Veincent".

Na Kumu Lehua M. Veincent, Ph.D.  
Po'okumu, Kula Ki'eki'e  
Kamehameha Hawai'i



## Our Kula Ki'eki'e Educational Program

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

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student, School Counselor or Division Administrator.

### **THE ACADEMIES AT KAMEHAMEHA SCHOOLS HAWAI'I**

Kamehameha Schools Hawai'i (KSH) High School incorporates an Academy structure

to support students. Characteristics of an Academy high school include:

1. Smaller learning communities, such as our grade level academies, and our two Career Academy teams that create relationships;
2. Partnerships with employers, communities, and post-secondary education that reflect the relevance between what students do at school and in the world of work; and
3. A challenging curriculum providing rigor in core and academy courses.

### **Grade 9 & 10**

Freshmen year is designed to lay a foundation for future success. Students enter a rigorous college preparatory curriculum and begin exploring their personal interests as related to career clusters. Sophomores engage in learning activities that expand on skills developed in grade 9 and continue to explore a wide-range of career options, while focusing on their selected Career Academy courses.

### **Grade 11 & 12**

Juniors and seniors continue a curriculum including both academic and career courses, while participating in job shadows, internships, and other career-related experiences in and outside of the classroom. Their courses of study culminate in a Senior Legacy Project and possible Career Academy endorsement.



There are two career academies at KSH:

**THE HUMANITIES ACADEMY**, which consists of the following pathways:

- Business & Leadership: Prepares students for career opportunities in fields including: marketing, merchandising, management, accounting, business information systems, counseling, social work, and teaching.
- Human Services: Prepares students for career opportunities in fields including: human resources, education, legal and protective services, social science, and service and hospitality.
- Performing Arts: Prepares students for career opportunities in fields including: theater, dance, culture, music, drama, visual arts, electronic media, technology, and journalism.
- Visual Arts: Prepares students for career opportunities in fields including: theater, dance, culture, music, drama, visual arts, electronic media, technology, and journalism.

**THE STE(A)M ACADEMY**, which consists of the following pathways:

- Construction & Design: Prepares students for career opportunities in fields including: architecture, drafting, industrial technology, and construction trades.
- Engineering: Prepares students for career opportunities in fields including: engineering, electronics, technology, drafting and robotics.
- Health Services: Prepares students for

career opportunities in fields including: healthcare, diagnostics, therapeutics (e.g. medicine, dental, pharmacy, support services) & biotechnology (research), as well as human services in occupational areas.

- Science & Natural Resources: Prepares students for career opportunities in fields including: biosciences, environmental planning, marine science, land and natural resource management, and conservation.

### **GRADUATION REQUIREMENTS**

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


# GRADUATION REQUIREMENTS

Course	Credits	Must be taken in:
English	4	All four years
Speech	1	Half credit in grade 9 or 10; Half credit in grade 11 or 12
Mathematics	3	Any three years
Science	3	Any three years
Social Studies		
• Hawaiian Culture	.5	Grade 9
• U.S. History	1	Grade 10
• World History	1	Grade 11
• Hawaiian History	1	Grade 12
World Language**	2	Any two years. Must be in same language.
Physical Education	1.5	Half credit in grades 9, 10, and 11
Health	.5	Grade 9 or 10
Fine Arts	1	Any semester grades 9 – 12 In Performing and/or Visual Arts
Electives	5.5	Any four years; alignment with career pathways
College, Career & Lāhui Readiness	1	MANDATORY in Grade 12
<b>TOTAL</b>	<b>26</b>	

Program Requirements	Must be taken in
College, Career & Lāhui Readiness	Grades 9 - 11
* Hawaiian Language Proficiency	Grades 9 - 12
Christian Education	Grades 9 - 12
School Service	Grade 10, one quarter
Special Events	Rehearsals and events, as scheduled
Senior Project	Grade 12 project, as scheduled

**\*\*KS HAWAII HAWAIIAN LANGUAGE REQUIREMENT**

– Class of 2025 and beyond: Due to campus K-12 program changes, students **MUST** take two years of Hawaiian language at the high school. This requirement will also meet the two-year World Language graduation requirement. Waiver allowed for Class of 2025 students who enrolled in Japanese or Spanish language courses in 9th grade.



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

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

## **ACADEMIC PLANNING & COURSE REGISTRATION**

Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the academic plan information through the school's online information system, Infinite Campus. Parents are expected to work with their child(ren) to register for classes via Infinite Campus.

### **Core course requirement**

Core courses – English, math, science, social studies, speech, and languages – must be taken during designated school years. Please refer to the graduation requirements table for clarification.

### **Requests for course changes**

Course changes are discouraged; however, if a change is recommended by counselors and teachers, a student's schedule may be modified with administrative approval. Generally, all schedule changes must be processed before the end of the second week of each semester.

### **Dropping courses**


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

## **ONLINE LEARNING MANAGEMENT SYSTEM (LMS) - CANVAS**

Canvas is the new Online Learning Management System (LMS) for Kamehameha Schools that supports online learning and teaching. This online LMS bundles assignments, course content, assessments, scores, messaging, and learning data in one place. Parents that sign up as observers will receive direct communication from their child's kumu, using the Parent/Guardian Observer Inbox Messaging system. Note: Infinite Campus will still be the primary source for students and parents to check course grades. Canvas grades show scores of completed assignments within Canvas only.

## **NON-KAMEHAMEHA SCHOOLS SUMMER SCHOOL COURSES**

Students who wish to enroll in a summer school program outside of the Kamehameha Schools' campus programs, for recovery or advancement



purposes, must seek approval from the principal following the process below:

- Submit a summer school request form, prior to enrolling in the class (additional forms may be required for advancement purposes).
- Provide a description of the course and number of credits that the course fulfills.
- List the rationale for taking a course outside of the Kamehameha Schools' campus programs.

Students who receive approval are allowed to take a maximum of two credits (2.0) of a summer school program outside of the Kamehameha Schools' campus programs. Students requiring remedial support may take more than two credits with the principal's approval. This decision will be based on current grades, credit requirements, and counselor recommendation. Students will not receive school credits for advancement in the core subjects of English or Science if taken outside of the Kamehameha Schools' campus programs. Summer course approval applications are available via the Counseling Center.

## **CLASS SCHEDULES**

Kūkoa/Advisory periods provide a home base for meetings concerning school business, College, Career & Lāhui Readiness (CCLR), Character Education, Ekalesia and for discussions of general student interest. Kūkoa / Advisory teachers chaperone students at assemblies, class picnics, and other special

events. In addition to Kūkoa / Advisory, students are required to attend scheduled Kūkoa classes that meet on a rotating odd/even day schedule during the week.

## **Study and activity periods**

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

## **Study help**

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

## **Co-Curricular activities**


Includes CCLR, Character Education, Ekalesia,, Chapel, club and school committee meetings, rehearsals, and student government activities.

## **FIELD TRIPS**

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

- When a field trip is planned, students are responsible for obtaining permission to





attend from teachers whose classes will be missed.

- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip, based on a student's poor academic standing (grade of C- or below). If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.
- When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he or she plans to attend.
- Regular school attire must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into regular school attire when they return to campus.
- Parents authorize field trips and other activities taken during the school day when they sign the General Release, Waiver of Liability, and Indemnity Agreement Form.
- School day field trips involving water related activities, taking place after hours, or requiring off-island travel must obtain signatures of parents/guardians on provided acknowledgement form to attend and participate.

## **SPECIAL EVENTS**

### **Founder's Day**

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

### **Hō'ike**

Each March, high school students participate in a KS Hawai'i tradition - Hō'ike. The yearly event celebrates one of the Christian and Hawaiian values - aloha, 'imi na'auao, mālama, 'ike pono, kuleana, ho'omau, and ha'aha'a - embraced by Ke Ali'i Pauahi. Auditions are held and course requirements may require participation.

### **Baccalaureate**

Baccalaureate – a service for graduating seniors – has been a KS tradition since the school's first graduating class in 1891. The service is held at the William Charles Lunalilo Center.

### **Commencement**

This event for graduating seniors is held at Koai'a (Gymnasium). Diplomas are awarded to seniors who have completed all Kamehameha Schools' graduation requirements.

Should 'ohana have questions on school related activities and events please contact 'Ohana Presence Coordinator, Mrs. Terri Lyn Saragosa at (808) 982-0724. Also visit the [KSHHS 'Ohana Presence website](#) for updates.

## GRADES

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers' individual grading practices are outlined in their course syllabus. 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. Parents may also elect to subscribe to a grade alert on Infinite Campus in addition to the daily bulletin. The grade alert feature sends an email alert to designated parent email when a grade has been updated that day. Teachers regularly update student grades in Infinite Campus once each week.

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

## REPORT CARDS

Report cards may be viewed via Infinite Campus. You may request a hardcopy of your child's report card by contacting the Student Records Coordinator. Copies of student report cards are also kept in the counseling and high

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

school administration offices. Teachers assign letter grades for each course to indicate student progress. See school grading scale. They may also provide additional information on student behavior and progress through report card comments and direct communication with parents.

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

I	Incomplete	ME	Medical Exempt (P.E.)
P	Pass	MR	Medical Repeat (P.E.)
NC	No Credit	WD	Withdraw NC
NM	No Mark	NG	No Grade
W	Credit Waiver	WF	Withdraw Fail
MW	Medical Waiver	WP	Withdraw Pass
WM	Withdrawl Medical		



## **Incompletes**

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

## **F or NC grades**

Students who receive a grade F or NC in their report cards may be required to make up a course through a KS or KS approved program to move to the next grade level. All summer school grades are reported to the student records office and cannot be removed from a student’s Kamehameha Schools’ transcript.

## **Grade Point Average (GPA)**

Quarter grade point averages are reflected on student report cards. Semester grade point averages are used to determine the Head of School’s and Principal’s lists. Summer school grades from accredited high schools are included in the cumulative GPA. Dual credit college courses taught by Kamehameha School’s faculty members are also included in a student’s cumulative GPA. Beginning the summer of 2019, grades from other college programs are included in a student’s cumulative GPA. A student’s cumulative GPA is reflected on their high school transcript.

## **PROGRESS REPORTS**

Teachers may submit progress reports to

parents/guardians at any time during the course of the school year. They are usually issued when students:

- Make good progress in class.
- Improve their effort in class.
- Receive a C- or lower.
- Fail to complete assignments.
- Receive low test scores.
- Exhibit behaviors that are not conducive to learning.

## **CELEBRATING STUDENT ACHIEVEMENT**

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

### **Student recognition program**


The following semester awards celebrate students who have earned high levels of academic achievement:

- Po’o Kula (Head of School’s) Award – A semester GPA of 4.0 or higher
- Po’okumu (Principal’s) Award – A semester GPA of 3.5 to 3.999

Eligibility also requires passing grades for non-credit courses; for example a “P” in Christian Education and College and Career Guidance. Students who qualify for one of the above awards will be recognized and celebrated in school.

### **Academic awards**

Academic awards are presented to students at



year-end ceremonies.

### **Commencement Recognition**

- 13 Year Student of Kamehameha Schools  
Students who have attended Kamehameha from kindergarten through grade 12 are celebrated at commencement.
- Cum Laude, Magna Cum Laude, Summa Cum Laude  
Students demonstrating academic excellence are recognized at commencement. Using the Laude Latin model, the final cumulative grade point average of a student's first semester of the senior year along with individual grades no less than 2.7 grade points will be used to determine the level of academic honor:
  - SUMMA CUM LAUDE – Highest Distinction; Cumulative GPA 4.000+
  - MAGNA CUM LAUDE – High Distinction; Cumulative GPA 3.800-3.999
  - CUM LAUDE – Distinction, Cumulative GPA 3.500 – 3.799
- Academic Achievement Cords  
Tied to the hīpu'u (knot) of the student's kīhei, a blue cord, named kāhikohala after the light rain that falls upon Kea'au, signifies students who have successfully completed the requirements of an Academic Honors Diploma.

The white cord, named lūhaupua after the gentle breeze of Kea'au, signifies a student's academic achievement, leadership, and volunteerism as a National

Honor Society member of Kamehameha Schools Hawai'i.


Named after the rain of Hōpoe in Puna, the kiawelehua silver cord adorns individual students who have completed successfully the requirements for career endorsements which includes completion of career pathway coursework in Construction, Engineering, Health Services, Human Services, Performing Arts and Visual Arts.

### **GRADE PROMOTION**

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

### **ACADEMIC PROBATION**

Students are placed on academic probation if they receive a grade F or two or more Ds or a GPA below a 2.0 based on their quarter grade earned.



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

- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Teachers will report on the student's participation in study help and completion of assignments.
- Students who continue to have academic difficulties, who show little evidence of trying to improve, do not compete graduation requirements and/or accumulate sufficient graduation credits, may be asked to leave Kamehameha Schools.
- Students who have one F grade or two or more D grades or below a 2.0 GPA, may not compete in athletic events or participate in co-curricular activities. See "High School Student activity ineligibility" section.

### **ACADEMIC MONITORING**

Incoming freshmen from Kamehameha Schools Hawai'i Kula Waena (Middle School) or previous Intermediate/Middle School may be placed on Academic Monitoring due to academic challenges from their last trimester/semester. Students on academic monitoring:

- Will be monitored for the first two consecutive weeks of quarter 1.
- Will be required to attend after-school study hall beginning week two (2) of quarter 1. Parents are to arrange for after school transportation home for child.
- May be eligible to participate in athletic

competition up until the third week of school.


- May be placed on academic probation if they receive a grade F or two more Ds or a GPA below a 2.0 after the first two weeks of quarter 1.
- After the first two consecutive weeks of a student's 9th grade school year, students and 'ohana will adhere to the academic probation guidelines as indicated in the student-parent handbook.
- Once on academic probation, students may resume participation and competition by passing bi-weekly grade checks conducted by the athletic department.

## **KULA KI'EKI'E 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 enhance their leadership skills by serving as a student government representative.



Each Kamehameha Schools' student is represented in student government in two ways. First, as a member of the Associated Students of Kamehameha Schools (ASKS), and secondly, as a member of a graduating class.

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

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have approval from the school's Student Activities Coordinator and Administration

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

### **SPECIAL-INTEREST CLUBS**

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

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

### **ATHLETICS**

The Kamehameha Schools' Athletic Program offers various sports programs throughout the year. The interscholastic program strives to promote the development of a students' highest potential by providing a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment. For more information on our athletic program, visit [kshathletics.org](http://kshathletics.org) or call 982-0653.

### **Admission to athletic events**

Each Kamehameha student is entitled to admission to all regular Kamehameha Big Island Interscholastic Federation athletic events when he or she presents a valid Kamehameha ID card at the gate.

### **DANCES / GRADE LEVEL EVENTS**

Grade-level classes sponsor dances / events open to Kamehameha Schools' high school students, at times guests are allowed. Appropriate attire is required. Refer to respective dress code guidelines on the permission forms. Spiked or wooden heels are not permitted in Koai'a Gym. Students should

arrive at a dance / event on time. Students are checked in at the door as they arrive and may not leave until the event ends or without prior administrative approval. High school personnel will provide student supervision up to 30 minutes after the conclusion of the dance / event.

### School charges

In addition to tuition/boarding fees, parents will be billed for other charges for which a student is responsible. They include unreturned and lost ID cards, yearbook pictures, and library book replacement fees. A statement of charges, together with a copy of each charge slip, is mailed to the parents. If there is any question regarding the statement, your inquiry should be directed to the Kamehameha Schools Controller Division at 982-0038.

### Fee amounts

Students will be charged the following amounts, as applicable:

Course fees	See Course Catalog
Special Events attire	\$ 80.00 - 110.00
Parking (Student Decal)	\$ 5.00
Temporary Parking (One-Day Pass)	\$ 1.00/day
Traffic Court Fines	\$ 10.00 - 25.00
Replacement Bus Pass	\$ 10.00
Library (overdue charges)	
Regular Materials	\$ .05/day
Reserve and Reference Materials	\$ .50/day
Grace period, service fees	See Learning Center Guide

Estimated expenses for class and school activities:

GRADE 9	
Class Night	No charge
Winter Ball	\$ 20.00 per ticket
Winter Ball Pictures	Varies
Homecoming Dance	\$10.00 guest
<b>Estimated Total:</b>	<b>\$ 20-\$50</b>

GRADE 10	
Class Night	No charge
Winter Ball	\$ 20.00 per ticket
Winter Ball Pictures	Varies
Homecoming Dance	\$10.00 guest
<b>Estimated Total:</b>	<b>\$ 20-\$50</b>

GRADE 11	
Class Night	No charge
Winter Ball	\$ 20.00 per ticket
Winter Ball Pictures	Varies
Class Ring	Varies depending on metal prices
Junior Prom Tickets	\$40-90 (w/guest)
Prom Pictures	Varies
Homecoming Dance	\$10.00 guest
<b>Estimated Total:</b>	<b>\$ 60-\$140</b>

GRADE 12	
Class Night	No charge
Winter Ball	\$ 20.00 per ticket
Winter Ball Pictures	Varies
Senior Pictures	Varies
Senior Lū'au	\$25 per ticket
Graduation Announcements	Varies
Senior Prom Tickets	\$40-90 (w/guest)
Prom Pictures	Varies
Homecoming Dance	\$10.00 guest
<b>Estimated Total:</b>	<b>\$ 60-\$215</b>



## STUDENT ACTIVITY INELIGIBILITY

Students who represent Kamehameha Schools must be in good standing. Those 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 Events that put the student in an honored position (Hō'ike cast and crew, e.g.).

### 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 Ds on a quarterly report card or earned a quarterly GPA below 2.0 are not eligible to participate in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade, because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received.

The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during the 1st- 3rd quarters: The ineligibility period starts after grades are posted through a minimum two-week period. Beginning with the third week, to include school breaks and holidays, students may be eligible again upon passing bi-weekly grade checks conducted by the athletic department. Students may continue to practice with their teams or groups during the ineligibility period.
- Ineligibility based on grades from 4th quarter: Students with an F grade or two or more D grades during the fourth quarter will be ineligible for at least the first two weeks of the next school year. Beginning with the third week, the student may become eligible again upon passing bi-weekly grade checks conducted by the athletic department. This guideline includes new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period.
- Students with two or more F grades: These students will not be eligible to compete for a period of four weeks. Beginning with the fifth week of the quarter, the student may become eligible again if he/she passes a bi-weekly grade check conducted by the athletic department.

### Academic ineligibility dates

Students who are on academic probation may be cleared to participate in student activities



provided they are receiving grades of C- or better and their overall GPA is 2.0 or higher. A bi-weekly grade check cycle conducted by the athletic department will continue throughout the quarter to ensure student athlete remains in good academic standing in order to compete. Grade checks will be done using Infinite Campus, as well as direct correspondence with a student's teacher(s) as needed.

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

Students with one "F" grade or two or more "D" grades at the end of the previous quarter may practice but cannot compete or perform during the dates shown.

Qtr.	Ineligibility begins	With administrative clearance, may resume student activities on:
1st	Mon., August 5th	Mon., August 19th
2nd	Mon., October 21st	Mon., November 4th
3rd	Mon., January 13th	Mon., January 27th
4th	Mon., March 31st	Mon., April 14th

Students with two or more "F" grades at the end of the previous quarter may practice but cannot compete or perform during the dates shown.

Qtr.	Ineligibility begins	With administrative clearance, may resume student activities on:
1st	Mon., August 5th	Tues., Sept. 3rd
2nd	Mon., October 21st	Mon., November 18th
3rd	Mon., January 13th	Mon., February 10th
4th	Mon., March 31st	Mon., April 28th

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

## **KULA KI'EKI'E SERVICES AND RESOURCES**

### **‘ALIHILANI COLLEGE, CAREER & LĀHUI READINESS CENTER**


The counseling and career center provide students with academic achievement, career planning, and social/emotional development. The center provides the following services.

#### **Counseling**

Advises students with academic planning and monitoring, personal / social development and assistance with college and career readiness.

#### **College, Career & Lāhui Readiness Center (Guidance Program)**

- Grade 9, 10 and 11 instructions focus on exploring career and college options, personal interests, learning styles and goal setting. Students in grade 9 will be introduced to college entrance exams by taking the PSAT (Preliminary Scholastic



Achievement Test) 8/9 or 10. Students in grades 10 and 11 will continue their college entrance exams practice by taking the PSAT/ NMSQT (National Merit Scholarship Qualifying Test).

- Grades 11 and 12 instruction includes career shadows and post-high planning and the college admissions process: college applications, financial aid, resume building, securing post-high options and transitions.
- Post-High and Alumni

### **Communication with faculty and family**

School Counselors facilitate open lines of communication between students, families, and teachers by providing a venue for collaboration and relationship building, which may include parent-teacher-student conferences.

### **Naviance Student: College and Career Planning Tool**

Eligible students will be introduced to Naviance, an on-line college and career readiness platform that helps connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options based on their results. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.

### **Additional KS Approved Counseling Tools**

KS recognizes that advances in technology, will create new and innovative college and career counseling tools and from time-to-time, KS

may pilot and/or implement these counseling tools into its program(s). KS may use the data collected by these tools for the purpose of internal reporting and statistical use.


### **ALUMNI PRESENCE**

For Kamehameha Schools Hawai'i campus alumni – should you have any questions to Hawai'i campus activities and events, please contact Alumni Presence Coordinator, Mrs. Terri Lyn Saragosa at (808) 982-0724 or email at [kshalumni@ksbe.edu](mailto:kshalumni@ksbe.edu). Visit the [KSHHS Alumni Presence Website](#) for KSH alumni updates. If you have questions relating to KS alumni events or activities, visit [ksbe.edu/alumni](http://ksbe.edu/alumni) or contact Dancine Takahashi, Associate Director of Alumni Relations, Advancement Office at (808) 534-8283 or via e-mail at [datakaha@ksbe.edu](mailto:datakaha@ksbe.edu).

### **KEKU'IAPOIWA LEARNING CENTER**

The Learning Center at Keku'iapoiwa is the academic hub of the school providing resources, staff, and facilities to support teaching and learning. The Learning Center houses the library, which includes a Hawai'i/Pacific Collection, Archives, Makerspace, and Wa'a Cafe. The library provides access books, online databases, electronic books, and newspapers. Online resources are easily accessible thru the KS Network. There is ample space for reading, studying, planning, discussing assignments, and producing makerspace projects. Qualified staff are available to assist students and teachers.

The Learning Center is open Monday – Friday from 6:30 a.m. – 3:30 p.m. Hours may be



subject to change. Eating is prohibited in the Learning Center. Restroom doors must remain open at all times.

## **LOCKERS**

### **Book lockers**

Locker requests are made at the beginning of the school year. All locker assignments and lock combinations are assigned by the unit office. Students are strongly encouraged to lock up books and items of value and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school. All items left in lockers at that time will be discarded.

### **PE lockers**

Students participating in physical education are furnished locks to safeguard belongings. For student convenience, the Physical Education Department provides combination locks.

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

## **RECREATIONAL FACILITIES**

The campus recreational facilities include:

- Koai'a - Weight Room and Aerobics Room
- Koai'a - Gymnasium
- Nae'ole - Swimming Pool
- Tennis courts

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

# KAMEHAMEHA SCHOOLS HAWAI'I HIGH SCHOOL

## DAILY BELL SCHEDULES

### (MONDAY, TUESDAY, THURSDAY, FRIDAY)

ODD DAY SCHEDULE		
Time	Class/Activity	Minutes
7:45-9:00	<b>Wehe/Opening;</b> Period 1/3/5/7	75
9:00-9:07	Passing	7
9:07-10:17	Period 1/3/5/7	70
10:17-10:24	Passing	7
10:24-11:34	Period 1/3/5/7	70
11:34-11:41	Passing	7
11:41-12:11	Lunch 1	30
12:11-12:41	Lunch 2	30
12:41-12:48	Passing	7
12:48-1:12:3	<b>Kūkoa</b>	35
1:23-1:30	Passing	7
1:30-2:40	Period 1/3/5/7	70
2:40	<b>Dismissal for Students</b>	
2:40-3:30	Meetings: Faculty Office Hours	50

EVEN DAY SCHEDULE		
Time	Class/Activity	Minutes
7:45-9:00	<b>Wehe/Opening;</b> Period 2/4/6	75
9:00-9:07	Passing	7
9:07-10:07	<b>Ho'ōla:</b> Class/Grade Level Activities; Song Rehearsals; Ekalasia; Faculty Office Hours;	60
10:07-10:14	Passing	7
10:14-11:24	Period 2/4/6	70
11:24-11:31	Passing	7
11:31-12:01	Lunch 1	30
12:01-12:31	Lunch 2	30
12:31-12:38	Passing	7
12:38-1:13	<b>Kūkoa</b>	35
1:13-1:20	Passing	7
1:20-2:30	Period 2/4/6	70
2:30	<b>Dismissal for Students</b>	
2:30-3:30	Meetings: Faculty Office Hours	50

## EARLY RELEASE WEDNESDAY BELL SCHEDULES

ODD DAY SCHEDULE		
Time	Class/Activity	Minutes
7:45-8:53	<b>Wehe/Opening;</b> Period 1/3/5/7	68
8:53-9:00	Passing	7
9:00-10:08	Period 1/3/5/7	68
10:08-10:15	Passing	7
10:15-11:23	Period 1/3/5/7	68
11:23-11:30	Passing	7
11:30-12:00	Lunch 1	30
12:00-12:30	Lunch 2	30
12:30-12:37	Passing	7
12:37-1:45	Period 1/3/5/7	68
1:45	<b>Dismissal for Students</b>	
2:00-3:30	Faculty Meetings/Office Hours; Content/Academy Meetings; Articulation/K-12 Meetings; Ōiwi Planning & Collaboration	90

EVEN DAY SCHEDULE		
Time	Class/Activity	Minutes
7:45-8:57	<b>Wehe/Opening;</b> Period 2/4/6	72
8:57-9:04	Passing	7
9:04-10:04	<b>Ho'ōla:</b> Class/Grade Level Activities; Song Rehearsals; Ekalasia; Faculty Office Hours;	60
10:04-10:11	Passing	7
10:11-11:21	Period 2/4/6	70
11:21-11:28	Passing	7
11:28-11:58	Lunch 1	30
11:58-12:28	Lunch 2	30
12:28-12:35	Passing	7
12:35-1:45	Period 2/4/6	70
1:45	<b>Dismissal for Students</b>	
2:00-3:30	Faculty Meetings/Office Hours; Content/Academy Meetings; Articulation/K-12 Meetings; Ōiwi Planning & Collaboration	50

# Additional Guidelines

All Students (K-12)





# KS SYSTEM AND KS TECHNOLOGY ACCEPTABLE USE

## **ELECTRONIC COMMUNICATION WITH STUDENTS, PARENTS AND GUARDIANS**

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

- KS Hawai'i web site - [www.ksbe.edu/hawaii](http://www.ksbe.edu/hawaii). The site features a wellspring of useful information including the student and parent handbook, the course catalog, health forms, frequently used student and parent forms, athletic schedule, school calendar, and directory.
- Infinite Campus – Our parent portal is your goto source for grades, student schedules, permission forms, re-enrollment, etc. All three division offices will use Infinite Campus to communicate with you directly on issues related to student health, behavior, absenteeism or other urgent notices. An Infinite Campus student account has been created for students. An Infinite Campus parent account should have been created for all KS parents/legal guardians during the enrollment/re-enrollment process. New Invitee parents/legal guardians will receive their Infinite Campus accounts during the enrollment process. To be able to access Infinite Campus, you must include your email

address on the KS Student Directory Information Form. Parents who do not include their email addresses will receive information via the U.S. Postal Service.


- Campus Update Emails (via School Messenger) — Periodically, the Head of School Office and the Divisions will communicate via email, text or phone message on general updates and emergency info. Please keep your contact information up-to-date to continue to receive these messages.

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

For Kamehameha Schools Hawai'i High School specific information relating to student laptops, please refer to the Kamehameha Schools Hawai'i Kula Ki'eki'e Technology Guidebook located on the Hale Pāhana Kīpaepae (HPK) website: <https://sites.google.com/ksbe.edu/student-laptop-help-center/hpk-home>.

## **USE OF KS MOBILE DEVICES AND THE KS SYSTEM**

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet, and email systems to support education-related communication



and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summertime 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.

## **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 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 Assistant Principal's office and a search conducted to determine its user identity. When using KS mobile devices, 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 schoolwork 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 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.

- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss, or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS

device, students are required to:

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

### **GUIDELINES FOR THE PROPER USE OF THE KS SYSTEM**

- When using the KS System, you must observe the following practices:
- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts





already established.


- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain usernames and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/>

[imua.ksbe.edu](http://imua.ksbe.edu).

- Students are responsible for saving, organizing, and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

### **BE CIVIL AND COURTEOUS WHEN COMMUNICATING VIA THE KS SYSTEM**

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory, or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address, and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent



themselves and try to gain your confidence in order to do harm.

- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors, or teachers.
- Do not share photos, lifestyle, and other personal information on social media sites.
- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

#### **USE THE KS SYSTEM IN A MANNER THAT DOES NOT HARM THE KS NETWORK**

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware, and spyware threats.
- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others.

Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

- Do not use the KS system to harm others, alter other people's materials, or misrepresent your identity.

#### **OBEY COPYRIGHT AND TRADEMARK LAWS**

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



**DISCLAIMER OF CONTENT TRANSMITTED  
OVER THE KS NETWORK**

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

**NO WARRANTY OF SERVICE OR  
ACCURACY/INTEGRITY OF CONTENT OF  
THE KS SYSTEM**

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

# SAFETY AND SECURITY

KS 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 campus security, call (808)-982-0149.

## SECURITY AT THE MAIN GATE

Campus access is strictly controlled at the Main Gate between the hours of 8:00 a.m. – 2:00 p.m. and 10:00 p.m. – 5:00 a.m. on school days. Entry will be allowed only to those who have made prior arrangements with the appropriate school office personnel. All visitors, including parents, must call their school office prior to arriving on campus for clearance. Parents who must come on campus between the hours of 8:00 a.m. – 3:00 p.m. to pick up their student for a doctor’s appointment, because of an early release, to drop off something a student forgot, etc. must contact the appropriate school office, who will inform the entry station of your arrival. Campus security will arrange for a visitor pass to be waiting for external vendors and off campus guests at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so plan accordingly.

This campus guard shack is equipped with video monitoring. All entry into campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

## OFF-LIMIT AREAS ON CAMPUS

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


During school hours	At all times
<ul style="list-style-type: none"><li>• Parking lots.</li><li>• Another divisions’ campus during normal school hours. Access is allowed after school hours with approval.</li><li>• Athletic facilities, unless being used for school functions.</li><li>• Classroom lanai areas &amp; restrooms during class, except with permission.</li><li>• Any other areas identified and communicated by faculty and/or staff.</li></ul>	<ul style="list-style-type: none"><li>• Areas where construction or renovation is in progress.</li><li>• Forest areas.</li><li>• Physical Plant area.</li><li>• Access roads/fire lanes</li><li>• Any other areas identified and communicated by faculty and/or staff</li></ul>

## 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. KS shall not be responsible or liable for lost or stolen items, including but not limited to, cash, cell phones, electronic devices, and school approved fundraisers, etc.

## RIGHT TO SEARCH

KS is a private educational institution



responsible for the safety of its students and faculty members. KS reserves the right to search student lockers, dormitory living quarters, cars, persons, and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. KS 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.

### **VISITORS AND VOLUNTEERS**

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must report to the division office, sign in, and obtain a KS identification (ID) badge 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. Upon KS' request, at the end of the visit, visitors must report back to the division office, sign out and return the KS ID badge.

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


complete a volunteer application form available through our Campus Volunteer Coordinator at (808) 982-0016.

Before working directly with the students, volunteers might be required to also have annually:

- A criminal history record check. This information is kept in a confidential file.
- Annual KS volunteer training certification.
- A valid TB clearance on file if anticipated to have contact with grade K-12 students for more than thirty cumulative days within a twelve-month period.

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

KS facilities are smoke-free, vape-free and alcohol/drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking/vaping/electronic cigarettes (except in designated smoking areas), alcohol consumption, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, KS vehicles and 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, KS 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.

### **POLICY ON APPROPRIATE INTERACTION WITH STUDENTS**

Kamehameha Schools (KS) expects faculty and employees (collectively “staff”) who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times.

Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention beyond what is required for the performance of one’s job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member’s termination.

### **POLICY PROHIBITING DISCRIMINATION, HARASSMENT, INTIMIDATION OR BULLYING (HIB)**

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student’s ability to learn and enjoy his or her educational experience.

“HIB” is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.



## **POLICY PROHIBITING VIOLENCE IN THE LEARNING ENVIRONMENT**

KS prohibits violence by anyone in its workplace, which includes the KS learning environment. KS prohibits any bullying, intimidation, threats of violence, acts of violence, and any other behavior that violates its procedure on the Prevention of Workplace Violence. This includes the presence and/or possession of weapons (except by law enforcement) on KS property. Any such conduct should be reported immediately to any school administrator, principal, teacher, counselor, or KS Security. KS will promptly investigate and take appropriate action.

## **POLICY PROHIBITING SEXUAL MISCONDUCT**

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers, and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support, and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

“Sexual Misconduct” is any form of sexual harassment, exploitation, or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks, or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

## **HOW TO MAKE A REPORT**

Parents or students who wish to report any violations of school policy contained in this Handbook, or wish to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use) should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po’o Kula (collectively, “Student Supporters”). Parents or students should follow the same reporting process to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use).

Where the student is a victim, a parent or student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

If circumstances make it impractical or inappropriate to report to campus as outlined above, students or parents may make a report online with KS' Hi'ikua Student Helpline. 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. To access the Hi'ikua Helpline:

- Online: [www.hiikuahelpline.ethicspoint.com](http://www.hiikuahelpline.ethicspoint.com) or [www.ksbe.edu/hiikua](http://www.ksbe.edu/hiikua)
- Toll free: 1-844-284-2640

Kamehameha Schools has a direct reporting tool for timely, non-emergency incidents where a quick response from a school administrator is needed. Examples of what should be reported include bullying, vandalism or vaping. We encourage that if you see something, say something. Students can complete a web form to report types of incidents. To access the Report It form:

- Online: [bit.ly/kshsaysomething](http://bit.ly/kshsaysomething)

Adults who wish to report any suspicious activity, whether reasonably suspected,

**See something, Say something**  
You make the difference in how quickly issues and incidents are addressed and resolved.  
If you feel comfortable, reach out to a trusted adult directly. If not, there are tools available to help you report actively to make our kauhale a safer, healthier place.

**Medical emergencies or an immediate threat**  
**Notify an Adult Immediately**  
If there is an emergency that needs immediate attention, the best thing to do is to act quick and notify an adult. If an adult is not there, use the nearest available phone to call 911, or utilize the emergency call button in each classroom to notify the main gate in an emergency. You can also call Security at 808-982-0140.

**Timely, but non-emergency incidents where a quick response is needed**  
**Report It**  
If you are witnessing or experiencing an act that compromises the safety of our learning environment, the quality of our spaces, or the health and well-being of you or your peers, a new quick response reporting form has been created.  
Examples of things that should be reported include bullying, vandalism, or vaping.  
Scan the QR code or visit [bit.ly/kshsaysomething](http://bit.ly/kshsaysomething) for the reporting form. The form is anonymous (if desired), and is specific to our Hawai'i campus and locations.

**Non-Emergency, lingering issues**  
**Hi'ikua Student Helpline**  
If what you experienced or witnessed is not happening at the moment, but you think it should be known, we want to hear from you. File a confidential report through the Hi'ikua Student Helpline at [ksbe.edu/hiikua](http://ksbe.edu/hiikua) or by calling toll-free to 1-844-284-2640.  
Reporting through Hi'ikua is confidential, anonymous (if desired) and available 24/7, 365 days a year. All reports are reviewed, investigated and addressed.

Kamehameha Hawai'i is deeply committed to providing a safe learning environment for all members of our kauhale.


Your safety is our priority. We need to hear from you.



alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

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. KS shall also report known or suspected





child abuse and neglect to the government authorities.

### **CORRECTIVE ACTION**

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

### **REPORTING CHILD ABUSE AND/OR NEGLECT**

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


members.

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

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

### **CHANGES IN YOUR CHILD'S CUSTODIAL STATUS**

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



document establishing parental authority is also retained in the student's record.

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

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

## **EMERGENCIES**

### **Island-wide Emergencies**

KS has a campus-wide emergency response plan designed to provide administrators, faculty, and staff with a guide for emergencies.

The goals of the plan are to:

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

KS' emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued.

In such a case, parents can obtain information about school or their children in the following ways:

- Radio – Announcements about school closure or evacuation will be broadcast over local radio stations.
- Telephone calls – In order to keep lines open for emergencies and calls to the outside, do not call the school office for information during an emergency. Information will be shared via radio announcement as indicated above.

### **Evacuation of Students**

If students must be evacuated, school personnel will ensure that students are moved to a safe location. School personnel will notify parents to pick up students at the respective division campus to take them to an alternative location if necessary.

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain on campus, and parents will be notified of procedures for picking up students at the schools.

### **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 main school office where your student is enrolled.



## HEALTH SERVICES

The 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 Student Health Services Director, oversees the care provided by the nurses, oversee 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 basic 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' Student Health Services 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.

### **CONTACTING PARENTS/GUARDIANS**

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. KS staff will call 911 first. Then as soon as possible will



call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

**IMPORTANT: Ensure that your emergency 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. 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, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students. 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 open for walk-in visits Monday through Friday during the regular school day 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:

Health Room	Location	Phone Number
Elementary and Middle School	Pauahi Lani Nui Admin Building	982-0411
High School	Bernice Pauahi Bishop Admin Building	982-0611

## RETURNING AFTER ILLNESS OR INJURY

All students returning to school after an absence for illness, injury, or other medically related condition must readmit through the student's health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and
  - The student saw a healthcare provider during that period; or

- The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's medical condition requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted, regardless of the length of the absence.

## RETURNING TO SCHOOL AND ACTIVITIES AFTER A CONCUSSION

All students who have sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare/medical provider. Clearance by a qualified provider to return to school will begin the KS return to school/activity/play protocol. It is not clearance to return to the KS athletic activity.

Students who do not participate in sports/athletics, must still complete the KS return to activity/play protocols with our KS Athletic Trainers in order to resume Physical Education (PE) and other physical activities that occur while in school.



## **Concussion Prevention and Management Program (ImPACT Testing)**

KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) which is an online neurocognitive assessment. ImPACT's two testing components (baseline testing and post-injury testing) are used to determine if a student can safely return to an activity.

ImPACT is only one factor of comprehensive concussion management. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must still be evaluated by a healthcare/medical provider and if diagnosed with a concussion, must complete the KS return to school/activity/play protocols, whether or not the concussion was sustained during a KS activity.

- Students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare/medical provider who is able to provide medical clearance (advanced practice registered nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

For more information regarding the return to activity/play protocol please read the Athletic Health section of this handbook. For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at

[www.cdc.gov/headsup/](http://www.cdc.gov/headsup/).

## **BEHAVIORAL HEALTH SERVICES**


The Mālama Ola Behavioral Health (BH) Department is responsible for the well-being of students through mental health services and whole childcare coordination. The Behavioral Health Specialists (BHS) are available to provide crisis assessments, depression risk screenings, mental health counseling, as well as to assist students and their caregivers in the coordination of outpatient community mental health services as needed.

Each Kamehameha Schools K-12 campus has BH Specialists who operate under the licensure of a BH Supervisor. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselor, Administrators, friends, and 'ohana.

Depression screening occurs in the health rooms for students, and nurses may also refer students.

Students in crisis are assessed by BHS for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist



or sent to the ER. Parents are contacted if BHS have assessed and addressed a safety concern with a student.

### **Behavioral Health Medical Leave and Readmission**

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school. If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school.

### **Hours of service**

BHS are typically available from 7:30 a.m.- 3:30 p.m. for behavioral health related services.

Specialists:

- Min Park 982-0747
- Na'au'ao Vivas 982-0403
- Kahea Kuamo'o 982-0757

Behavioral Health Supervisor

- Tracy Wise 982-0781

### **HEALTH RECORDS**

An electronic health record is maintained for each student and contains information as provided regarding medical conditions, medications and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the health room of changes to their child's health record or other medical information by contacting the student's health room at 982-0411 or 982-0611.

Health services and behavioral health services provided to students are also documented in the health record. Behavioral Health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content may be disclosed externally to authorized individuals such as healthcare providers and may be shared internally when there is a legitimate educational impact or safety concern.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority.

### **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.



# TRANSPORTATION

Kamehameha Schools provides a bus transportation option to and from its campus to students living in outlying areas. Authorization for bus transportation and all requests for bus service, changes in bus service and applications for bus service are handled by the KS Hawai'i Transportation Department. Available bus routes can be found on the online bus application in Infinite Campus or on the KS Hawai'i Transportation Department's website at <http://kshtransportation.weebly.com>.

Kamehameha Schools also provides bus transportation for field trips, athletic events, and other KS-sponsored events and activities. Transportation for school-related events are coordinated by the Education Divisions and Athletics department and may consist of school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha Schools Bus Passenger Code of Conduct while being transported to and from school-related events.

## **APPLICATION AND FEES**

The application for bus service is available online through Infinite Campus. Applications received within the application period, will be processed on a first-come, first-served basis. Applications received after the deadline date may be placed on a waitlist and filled as seats become available. The bus service ANNUAL SERVICE FEE is NON-REFUNDABLE.

Financial assistance for bus service is available for qualified students. Priority is given to students who have met the application deadline. All remaining spaces will be awarded on a first-come-first-served basis. Students not selected may be placed on a waiting list for the school year.


Families participating in the bus program will receive a confirmation notice, schedule, and other necessary information prior to the start of school or transportation service start date.

Students and their parents shall notify the Operations office if they decide to discontinue bus transportation prior to the expiration of the school year so that KS may award transportation to the next available applicant on the waiting list.

## **STUDENT PICK-UP/DROP-OFF AT BUS SITES**

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their student in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops. Parents shall not stop the bus once it begins to depart the bus site. Parents will not be allowed to get on the bus or approach other students or the Bus driver.





Students must be picked up from all bus sites within 15 minutes after the buses depart.

There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time.

A notice will be sent to the parents/guardians of students that are reported waiting at the bus sites after the recommended pick-up times listed below. This notice will include a warning that student pick-up must take place in a timely manner each day of school. After three warnings, students will be suspended from riding the bus. Two suspensions may result in termination from the bus program. Other violations may result in suspension or termination of bus privileges in which the length and severity will be determined by the principal on a case-by-case basis.

### **BUS PASS**

Students will be issued a bus pass for the school year. The bus pass is a RFID (radio frequency ID) that provides information to the transportation department to monitor ridership in a safe and non-intrusive way. Students must scan their RFID bus pass when entering/exiting their bus.

### **Replacement Bus Pass**

Bus passes that are lost, stolen or damaged may be replaced by requesting a replacement bus pass through the KS Transportation Department. A replacement pass may be obtained by:

1. written note delivered to the Transportation

Office

2. email sent to: [makuikah@ksbe.edu](mailto:makuikah@ksbe.edu)


Requests made before 10:00 am will be processed the same day. Requests received after 10:00 am will not be processed until the next business day. The Transportation Office will process the request and notify the student and/or parent of completion.

A bus pass will no longer scan when the RFID wire inside the card becomes damaged. Damage occurs when the card is cracked, bent, broken or otherwise altered (cut, hole-punched, etc.). If the bus pass no longer scans or is defective without any physical damage, the bus pass should be returned to the Transportation Office for a free replacement. All damaged bus passes must be returned to the Transportation Office. If a damaged pass cannot be returned (thrown away, etc.), procedures for lost/stolen passes will apply.

There is a \$10.00 replacement fee (cash or check payable to: "Kamehameha Schools") for lost, stolen or physically damaged cards (bent, cracked, etc.) due upon receipt of the replacement pass.

### **BUS PASSENGER RULES AND CODE OF CONDUCT**

Bus transportation is a privilege, and all riders are expected to follow school rules, exhibit good manners and show respect for others. Failure to comply may result in suspension from bus use, or loss of transportation privileges altogether.



Everything a student carries on to the bus must be held on their lap, as seats may not be available for books or bags. Only students on the bus roster or with a valid emergency bus pass may ride the bus.

While riding in KS buses and/or vehicles, students are under the direct supervision of the bus driver. The driver is responsible for enforcing and reporting any infractions of Kamehameha's School Bus Passenger Code to school administrators. If faculty and 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.

1. Before boarding the bus, students shall:

- Use the restroom. The bus will not make restroom stops.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- 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.
- 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.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic

to get to the bus stop.

- Use the handrail and watch their step when boarding the bus.

2. While on the bus students shall:

- Keep heads and/or hands inside the bus at all times. No outside yelling or obscene gestures will be tolerated.
- Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- Not engage in any obscene or sexual misconduct
- Treat bus equipment as valuable furniture. Students will be held financially accountable for vandalism.
- Never tamper with the bus or any of the equipment.
- Keep all books, packages, coats, and other objects out of the aisles.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Not throw anything out of the bus window.
- Remain properly seated while the bus is in motion. No standing or sitting on the bus floor.
- Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
- Not eat or drink on the bus.
- Obey all instructions from the bus driver.
- Ride to and from their assigned bus site(s) only.

- Use of Cellphones on the buses
  - No playing of music or videos excessively loud (please use ear/headphones).
  - No inappropriate content (vulgar language, obscene videos/photos/etc).
  - No sharing of passing around devices.
  - No camera or video camera use (photos, video or recordings) while on the bus.
  - Use must comply with School Rules and guideline for Electronic Equipment/ Cellular Phones as stated in the Parent/ Student Handbook. Failure to comply will result in disciplinary action and removal of cellphone privileges, including for all bus riders.

3. After leaving the bus students shall:

- 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.
- 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

- Students may be assigned to ride designated buses at specified times and locations.
- Students may not bring guests or friends on the bus unless permission is granted by the principal or applicable school administrator. Do not make this request to the bus driver unless it is an emergency as there may be students on the waitlist. Special written requests will be reviewed on a case-by-case basis by the KS transportation manager.
- The driver may assign students a seat on the bus.

6. Lost and Found Items

- Any lost and found items left on the bus will be turned in to the school office if not



claimed within one school day.

#### 7. Corrective Action

- KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges. Bus drivers will send a Student Notice of Concern to the school Assistant Principal for students who misbehave. School administrators may terminate a student's bus service if the student continues to misbehave.

#### 8. Emergency Procedures for Bus

##### Transportation to and from School

- In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented. Parents will be asked to:
  1. Make arrangements with family or friends in the Central or Upcountry areas to pick up their student in the event that they are unable to pick them up. Parents are highly encouraged to have their student picked up from school within two hours of the announcement.
  2. Make sure that parent contact information is always current, especially telephone and cell phone contact numbers.
  3. Listen to local radio and news stations for updates on road closures and other emergencies, especially if transportation to school in the

morning will be affected. The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up.

4. Talk to their child about what their plan is in case there is a road closure or emergency. Review the emergency plan; be ready for changes due to unforeseen circumstances.


#### **MORNING TRANSPORT**

In the event buses are delayed either before arriving at the bus site or after students are picked up, the bus service provider will contact the main campus offices with an estimated time of campus arrival. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.

#### **AFTERNOON TRANSPORT**

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 3:00 p.m. Any remaining students will be sent home on the bus once the road reopens and traffic has time to subside.

Parents of students who ride the bus will be contacted in the event road closures and/or inclement weather precludes bus transportation services. Parents will be notified when roadways are clear, and buses are ready to resume services. In the event that roadways are not scheduled to be reopened, KS Hawai'i



will provide accommodations for students to sleep on campus overnight.

## **DRIVING & PARKING ON CAMPUS**

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

### **Parking application**

Each year, students drivers must complete a Student Parking Application available at the high school office. There is a \$5 fee to register two vehicles for parking. Students who are granted parking tags are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form. Students will also be issued a Kamehameha Student Driving Manual upon approval of their application.

Parking applications are available in June. Students who hold a space on a Kamehameha Schools' bus for the school year will not be granted driving and parking privileges.

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

One-day student parking passes may be purchased for \$1 at the high school office from 7:30 a.m. to 3:30 p.m. Passes should be obtained at least a day before they are needed. Requests will be granted on a first-come, first-served basis. Guidelines for one-day passes will be provided when the pass is issued.



## BUSINESS MATTERS

### **TUITION AND 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 KS 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 KS, families are asked to cover only about 20 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may also apply for KS financial aid for assistance with tuition, except for a \$100 minimum family contribution that is required of all students.

### **Payment of Bills**

Information on where to send payments was included with your Enrollment Packet. All payments must be kept current or are subject to late charges as stated on your Tuition Contract.

### **Prorated Payment of Fees if Student is Released**

If a student is released/withdraws during the school year, the financial responsibility for tuition charges will be prorated to the partial (15th day of the month) or whole month (end of the month) of the dismissal or withdrawal.

Student fees will not be refunded, reduced or waived. Any refunds or adjustments will be made within 60 days of such release.

### **FINANCIAL AID**

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children's education. KS provides financial aid to families who have clearly demonstrated financial need. Awards may be full or partial, and families must reapply every year.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus transportation.

Expenses NOT covered by financial aid are as follows:

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

Students receiving KS financial aid may apply for assistance for these supplemental costs through the office on each campus. Consult with the Division Head on your campus to determine options available.



### **How to apply for financial aid**

Information on the Financial Aid Program can be accessed online at: <https://apps.ksbe.edu/financialaid/k12/ksk12/> . Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' Resource 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 the deadline, please contact the Outreach Support Services (Financial Aid) for application assistance.

### **Financial aid for summer school**

Not all students receiving KS financial aid during the school year will be eligible for financial aid if attending KS Summer School. Please refer to our financial aid notification award letter to see if your child is eligible or not eligible 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 school year.

### **Student Records and Directory Information**

Parents and students are allowed access to student records:

- To inspect, review and obtain copies of the student's education record.
- To request that others review the student's education record (except where

KS is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Division Head or designee.

Generally, information such as phone numbers and addresses will not be released to outside parties who call KS. Instead, the name of the caller and any message will be taken. KS 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

For questions and/or further assistance, please contact our K-12 Registrar at (808)982-0605.

### **Use of the name "Kamehameha Schools" and the KS logo**

The name "Kamehameha Schools" and the Imua Warrior logo are used and protected as trademarks, service marks, and tradenames 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 your child's Student Activities Coordinator.



## Kamehameha Schools®

### **Fundraising for student activities**

Proceeds from student fundraising (including PTO fundraising) help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved and adhere to KS policy on student fundraising if the fundraiser is conducted on a KS campus. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items.

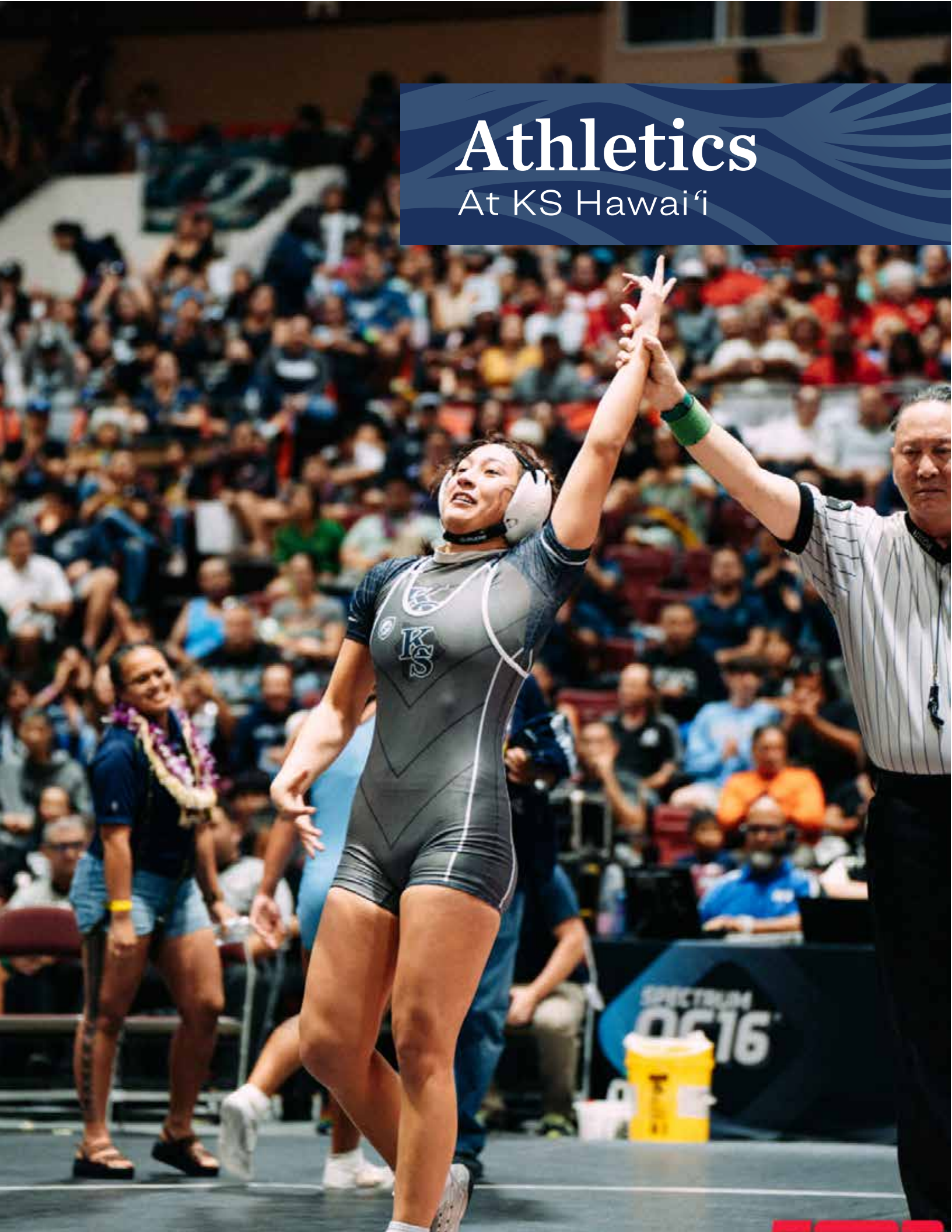
Fundraising activities are limited to specific school-related goals and objectives. For details on student fundraising, contact your student's school office.

No outside (non-KS) fundraising allowed on campus unless approved by the Head of School.



# Athletics

At KS Hawai'i





# Athletics Information

Kamehameha Schools Hawai'i  
16-718 Volcano Road Kea'au, HI 96749

## Administration

Kimo Weaver	<b>Athletic Director</b>	808-982-0742	kiweaver@ksbe.edu
Jeffery Law	<b>Associate Athletic Director</b>	808-982-0648	jelaw@ksbe.edu

## Administrative Support Staff

Alane Moniz	<b>Administrative Coordinator</b>	808-982-0653	almoniz@ksbe.edu
Tatyanna Ibanez	<b>Clerk Assistant</b>	808-982-0062	taibane@ksbe.edu

## Athletic Health

Zeny Eakins	<b>Athletic Trainer Supervisor</b>	808-982-0743	zeeakins@ksbe.edu
Amy Shirk	<b>Athletic Trainer</b>	808-982-0753	amshirk@ksbe.edu
Mark Samonsky	<b>Athletic Trainer</b>	808-982-0753	masamons@ksbe.edu
Dana May	<b>Medical Assistant</b>	808-982-0632	damay@ksbe.edu

## Athletic Equipment/Locker Room Attendants

Leonahenahe Aina	<b>P.E./Athletic Utility</b>	808-982-0654	leaina@ksbe.edu
Pauline Morante	<b>P.E./Athletic Utility</b>	808-982-0688	pamorant@ksbe.edu

## Other important phone numbers

Nae'ole Pool	808-982-0657
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## A MESSAGE FROM THE ATHLETIC DIRECTOR



Aloha Mai Kākou,

It is with great pleasure that we welcome you to Kamehameha School's Hawai'i Athletics! Through athletic experiences, our coaches and staff stand behind our mission to fulfill our founder, Ke Ali'i Bernice Pauahi Bishop's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

We view our jobs as a teaching opportunity, not only for the sports we play, but for the lessons of life that will continue long after the last cheers are heard. Interscholastic athletic programs have been established because research indicates a student involved in co-curricular activities has a greater chance for success during adulthood. Your child will learn values such as hard work, teamwork, sportsmanship, interpersonal relationships, honesty, and how to strive for success. Many of the character traits required to be a successful athlete are the same as those that will promote a successful life during and after high school. With your help and positive support of the high school staff, the experience will be rewarding for all.

We encourage participation in athletics, by offering a wide variety of programs – 19 sports/48 teams; our students can find a place where they can apply their personal skills and talents as our school continues its rich tradition.

Athletics plays an important role in creating a sense of pride and community at Kamehameha Schools. It is important to remember that the student-athletes are playing a game intended to be challenging and fun. Although the student-athlete dedicates him/herself to preparing for and competing in athletics, both the athlete and spectator must not allow emotions to override one's pono behavior. Sportsmanship demands respect for one's opponents and sports officials, acceptance of victory with humility, and acknowledgement of defeat with grace. Players and spectators must be "good" sports and demonstrate sportsmanship all the time, win or lose.

We need for you and your son or daughter to become informed and familiar with the policies contained in the Student Athletics section of this Handbook, and make the commitment to abide by and support program policies and codes of conduct for both student-athletes and parents.

Mahalo nui for your support of Kamehameha Hawai'i Athletics.

I Mua Kamehameha!

Kimo Weaver, CAA  
Director of Athletics



## Athletics at Kamehameha Hawai'i

Athletics is an integral part of the academic experience at Kamehameha and there is a very strong culture of supporting student-athletes here, as 89 percent of our students participate in at least one team throughout the year.

Kamehameha Hawai'i prides itself that we are able to compete at the highest level of competition in the state, yet are recognized for combining that success on the field with good sportsmanship and academic achievement. It is this fine tradition that your student-athlete and 'ohana have joined.

Kamehameha's general philosophy for athletics affirms the development of the cultural, intellectual, spiritual, and physical potential of each student. It encourages student-athletes to be the best that they can be and to be a true team player with the idea that teamwork is what defines winning.

Dedicated coaches and athletic staff make the athletic experience a time of learning and growth for all students. The self-efficacy, self-discipline, teamwork, mental toughness,

perseverance, and resilience that our student-athletes learn are among the traits that our coaches seek to teach and reinforce through our athletic programs. Playing sports at Kamehameha isn't about winning or losing. It's about school pride and the experience gained from being a part of the team.

Kamehameha Schools exists to carry out in perpetuity the wishes of Ke Ali'i Pauahi Bishop --to educate children and youth of Hawaiian ancestry to become, in her words, "good and industrious men and women." This will be done through Kamehameha Schools as resources permit.

The Interscholastic Athletic Program at Kamehameha Schools is just one avenue of many that strives to:

- help promote the development of a student athlete's highest potential by providing them with a vast range of opportunities for the students to build individual and team skills;
- experience the thrill of competitive sports;
- learn to cope with victory as well as defeat;

- practice and carry out good sportsmanship;
- instill and hone values necessary for the development of respect for self and others;
- gain respect for authority and rules; and,
- appreciate the benefits of discipline through training, team
- work, and commitment.

### **ATHLETICS STATEMENT OF PHILOSOPHY**

Kamehameha’s athletic program supplements the Schools’ educational program. Both reflect and represent the standards and values of an institution which exists to promote excellence and responsibility. Student athletes are encouraged to discover and achieve their highest potential with a sense of dignity, respect, pride and compassion, which establishes that mark of responsible citizenship.

Kamehameha continuously strives to develop and maintain a comprehensive athletic program work ethic which encourages the athlete to develop his or her highest potential, respects individual dignity, and contributes to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of his/her education.


To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents, and staff.

### **ATHLETICS GOALS AND OBJECTIVES**

It is our hope that through the experiences gained from participating in Athletics at Kamehameha, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult life in our society. Participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves.

In order to achieve our goals, the student athlete shall learn:

1. To work with others – The team and its objectives must be placed higher than personal desires.
2. To be successful – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
3. To develop sportsmanship – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. To improve – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. To enjoy athletics – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give



sufficiently of themselves in order to preserve and improve the program.

6. To develop desirable personal health habits
- To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## **LEAGUE AND ASSOCIATION AFFILIATIONS**

### **The National Federation of High Schools (NFHS)**

The NFHS is a non-profit organization that mandates games rules for all interscholastic sports. It is both a service and regulatory agency that ensures team work on the part of more than 20,000 schools nationwide and enables schools to formulate policies for the improvement of interscholastic activities.

### **The Hawai'i High School State Athletic Association (HHSAA)**

The HHSAA is a member of the NFHS. All Hawai'i private and public schools are voluntary members of the HHSAA. The goal of HHSAA is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website ([www.sportshigh.com](http://www.sportshigh.com)) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and

bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials, and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai'i:

- BIIF- Big Island Interscholastic Federation
- ILH - Interscholastic League of Honolulu
- OIA - O'ahu Interscholastic Association
- KIF - Kaua'i Interscholastic League
- MIL - Maui Interscholastic League

### **Big Island Interscholastic Federation (BIIF)**

Kamehameha Schools Hawai'i is a member of the Big Island Interscholastic Federation (BIIF), which is comprised of a mixture of public and private schools on the island of Hawai'i.

As a member of the BIIF, Kamehameha Hawai'i adheres to the rules of the National Federation of State High Schools Associations (NFHS) and the Hawai'i High School Athletic Association (HHSAA).



# SUPPORTING KS ATHLETICS

## ROLE OF THE STUDENT ATHLETE

Student athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community is perceived is highly influenced by the good sportsmanship you display. As a representative of Kamehameha Schools, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS: Treat others the way that you wish to be treated, with fairness and respect. To help this happen, we hold you as a student athlete to the following expectations:


- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a

better understanding and appreciation of the game.

- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you, your team, and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

## STUDENT ATHLETE CODE OF CONDUCT

Participation on any KS athletic team is indeed a privilege, and all student athletes must earn the right to represent KS by conducting themselves appropriately so that the image



of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth within this Student and Parent Handbook. In addition to this, student athletes may be disciplined for a variety of infractions specific to athletic-related activities. Such examples include, but are not limited to:

- Failure to follow established rules.
- Inattention to directions.
- Horseplay.
- Unsportsmanlike conduct.
- Inappropriate language and gestures (profanity, swearing, verbal abuse).
- Harassment, intimidation, bullying or hazing.
- Theft.
- Academic or conduct probation.
- Unexcused absences or tardiness to practice.
- Destruction or damage to KS property or equipment.

Possible disciplinary consequences (depending on the severity and/or frequency of the infraction), may include but are not limited to:

- Verbal warning
- Written reprimand
- Loss of locker room privileges
- Suspension from the team
- Removal from the team

- Restitution
- Conduct probation

Investigations will depend on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

KS Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which results in a student's removal from the team may be appealed to the Principal.

## **ROLE OF THE PARENT**

- A parent/legal guardian's love, encouragement, and belief in their child's ability can make a world of difference in their child's athletic success. Supporting their child will assure that he/she gets the most out of his/her athletic experience. To help this happen, we hold parents to the





following expectations:


- Enforce school rules: Help your student athlete understand and follow the policies and rules contained in the Athletics section of this Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance: Make sure that the student athlete is at team practices, meetings, and games on time unless attendance is prevented by an illness, injury, or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- Appropriate interaction with staff: Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues, or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his/her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.
- Parent-coach relationship: During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire

team over those of individuals. Our high school programs are competitive and at the discretion of the head coach to determine all aspects of the team's functions.

The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):

- Appropriate concerns to discuss with coaches:
  - Treatment of their child which endangers a child's well being
  - Ways to help their child improve
  - Concerns regarding their child's behavior
  - Coaches expectations and role for their child and the team
  - Ways in which they can help the team (i.e., fundraising, manpower at home games, volunteer opportunities etc.)
  - Their child's academic and athletic progress
- Inappropriate concerns that should NOT be discussed with coaches:
  - Placement on teams (future)
  - Playing time
  - Coaching strategies used during practice or games
  - Other student athletes
  - Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that



instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Athletic Director or designee assigned to supervise the particular sport who will assist in arranging the conference meeting.

- **Appropriate behavior and sportsmanship at athletic activities:** Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators, and support groups as well as, game/league officials, judges, and referees. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.

Examples of Disrespectful and Inappropriate Behavior:


- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent' free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures

- Booing and/or heckling an official's decision
- Criticizing officials in any way and/or displays of temper with an official's call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance.
- Blaming loss of game on officials, coaches, or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student athletes, coaches, officials, and other fans
- Involvement in a physical altercation

### **ROLE OF THE COACH**

Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Always maintain appropriate interactions with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards



“Practicing good citizenship is practicing good sportsmanship!”

- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
  - Refrain from arguments in front of players and spectators;
  - No gestures which indicate that an official or opposing coach does not know what he/she is doing or talking about;
  - Not throw any objects in disgust;
  - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even if there is disagreement with the officials’ judgment.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his/her remarks to game statistics, and the performance of the team.
- Instruct athletes and spectators in proper sportsmanship responsibilities and

demand that they make sportsmanship the number one priority.


- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Not be a party to the use of profanity, obscene language, or improper actions.

### **APPROPRIATE INTERACTION WITH STUDENTS**

Athletic staff (coaches, trainers, etc.) that interact with student athletes must ensure that an appropriate coach/student athlete and adult/child relationship is maintained at all times. Staff should always conduct themselves in a professional manner that is age and culturally appropriate. If a KS athletic staff member is acting inappropriately towards a student athlete, report the matter to the Athletic Director.

### **ROLE OF THE KS ATHLETIC COMMUNITY**

It is our expectation that athletes, coaches, family, friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every athletic participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; without distractions or disturbances due to the poor behaviors of coaches, family, friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and



ask that fans show appreciation for good plays from both teams and individual athletes. It really is enough to cheer for athletes and support their efforts regardless of the outcome of the game.

**E lawe lilo ka ha'aheo, No Kamehameha ʻē!**  
(Take the victory with pride, for Kamehameha!)

## OUR ATHLETIC PROGRAM

The KS Athletic program offers a broad range of competitive interscholastic sports.

The interscholastic program strives to promote the development of a student's highest potential by providing a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment.

### ELIGIBILITY TO PARTICIPATE IN ATHLETICS

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent KS, subject to the following guidelines:


**Eligibility Forms** - Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at Kamehameha Schools must be medically cleared to start school and must have the following forms properly completed and current:

1. Physical Evaluation: This form provides the student athlete's medical history and

physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. This completed form should be submitted to the student's health room.

2. Athletic Participation Agreement and Release: This form provides parents' consent to allow their child to engage in KS-approved athletic activities and releases KS from any injuries, liabilities, losses, or damages connected with or arising out of their child's participation in such athletic activities is completed online each school year and requires parents' and student athlete's electronic signatures.

All student athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at [mybenefits.hawaii.gov](http://mybenefits.hawaii.gov). Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN



MUST ENSURE THAT THE STUDENT ATHLETE HAS MEDICAL INSURANCE.

If a student athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE STUDENT ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the Athletic Trainers and coach prior to the practice or the contest.

It is the parents/guardians' responsibility to contact the department to update information.

### **FINAL TEAM SELECTION**

Participation in athletics is both voluntary and a privilege; and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, and personal preference, will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - Extent of try-out period.

- Criteria used to select the team;
- Number to be selected;
- Practice commitment if they make the team; and
- Game commitments.

2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams "pre-picked" or selected prior to their actual scheduled tryouts.
3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
  - Have competed in a set amount of practice sessions;
  - Have performed in at least one intrasquad game; and
  - Be personally informed of the cut by the coach and the reason for the action.
4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event a student athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

### **PARTICIPATION IN MULTIPLE SPORTS**

Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in without influence from any coach to specialize in one sport.

1. Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports' seasons. All parties involved must communicate openly, effectively, and constantly.
2. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not "quit" or were not cut from the first sport for disciplinary reasons.
3. Unless approval is given by the current coach, no student athlete may start another sport until the previous one has been completed.

### **INELIGIBILITY TO PARTICIPATE IN ATHLETICS**

A student athlete may be deemed ineligible to participate in athletics or represent KS if any of the following occurs:

#### **Not medically cleared for sports**

Upon notification from the Athletic Office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY

KS, MAY NOT PRACTICE OR COMPETE UNTIL they have completed all sports medical clearance requirements. This policy is strictly enforced.


#### **Absence from school**

A student athlete whose absence from school has been determined by the campus unit office as unexcused are NOT ELIGIBLE TO PARTICIPATE in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal.

#### **Students on academic or conduct probation**

Students who represent Kamehameha must be in both good academic standing and behave appropriately.

- ACADEMIC PROBATION - Students with at least one (1) "F" or two (2) or more "D" grades or below a 2.0 GPA for the quarter will be INELIGIBLE to represent the school for a minimum of a (2) two-week period.
  - Students may continue to practice with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.
  - After two (2) weeks, beginning with the third week, eligibility will be determined through a grade check conducted by the Athletic Department. Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of



the quarter.

- Student athletes with two or more “F” grades:
  - May still participate in PRACTICE but not in any league scheduled COMPETITION for a minimum of four (4) weeks). Study Hall on/during assigned Study Hall times/dates will be required.
  - After four (4) weeks, beginning with the fifth week, eligibility will be determined through a grade check conducted by the Athletic Department. Again, please remember that administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation.
- Students on academic probation are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform.


- Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

- CONDUCT PROBATION - As stated in this Handbook, Conduct Probation is assigned to a student for repeated infractions of school rules or a major violation. Any student who is placed on conduct probation will not be permitted to represent Kamehameha in any activities and will have their unscheduled time restricted for a minimum of a two-week period. During that two-week period, they may practice, but may not compete. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Principal/Vice-Principal.)

### **QUITTING A SPORT**

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. When a student decides not to participate after the time that Kamehameha submits the team’s official eligibility list, that change in decision impacts the team. The normal rule an athlete quitting a team is that they are ineligible for any sport during that season which has already begun. If a student decides to quit without school sanction(s) (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- An athlete who is dropped from one squad for disciplinary reasons, or who “quits”



after competition has begun, shall be ineligible to compete in another sport for the current season as well as the next.

- An athlete will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.
- Exceptions for just cause may be made only with the approval of the Athletic Director or the Principal.

### **AWARDS AND RECOGNITION**

All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

1. Regular attendance and participation during the season.
2. Being a team member in good standing at the end of the regular season.
3. Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
4. All team managers and statisticians are eligible for Letters.

All qualifying athletes will receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate (Varsity only), or Letter certificates (JV and Middle School sports). Other awards may be available. Please check your campus athletic office or website for more information.

### **Male and Female Athletes of the Year**

This award recognizes a Kamehameha male and female senior who excelled in one or more

sports and is considered the outstanding senior male and female of the year. The Athletic Director selects the recipient with input from coaches. A plaque (replica) is also given to the recipient.

### **Senior Scholar Athletes of the Year Award**

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum cumulative grade point average (GPA) of 3.0 through the end of the first semester of their senior year. The Athletic Director selects the recipient with input from coaches. A plaque is also presented to the recipient.





## DAY TO DAY STUDENT ATHLETE LIFE

### **Practice Sessions and Schedules**

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:15 PM - 5:45 PM. Middle School practices at La'amea Gym and Keaka Play court must end by 5:30 PM. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the Coach and in collaboration with our Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

### **Dress Code and Appearance**

During all regularly scheduled practices and games, athletes are expected to wear their KS issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include: earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings, and tongue piercings. Such items may result in lacerations, severe contusions, and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged.

Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student Athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform or, when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines stated in this Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practices or from representing KS at athletic events.



## ABSENCES, LEAVES, AND TARDINESS

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. As set forth in other sections of this Handbook, an athlete who is absent from school for more than half of the day due to illness will not be allowed to practice or otherwise participate in any athletic event until they are cleared by their parent or physician to return. A student athlete is expected to attend all classes on his/her schedule on the day of a game and the next school day following the game. Habitual absences, before and after games may result in suspension from the team. Athletes may also be excused due to participation in an approved KS school activity, or from written approval received from the Vice Principal or Principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the Head Coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences as set forth in this Handbook.

Student athletes who are absent from school for more than half of the day will be considered to have been sick and may NOT PARTICIPATE in any practice or a scheduled league event. Student athletes need to have attended at least two (2) or more periods within a school day in order to be eligible to participate in any athletic


event. (Exceptions to this policy require the approval of a Vice-Principal.)

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening or weekend, provided that they are cleared by the Unit Office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed healthcare provider to participate. The healthcare provider's written medical clearance must be presented to the student's school nurse or athletic trainer before the student athlete can participate. On the following school day, the school nurse or athletic trainer must ensure that a copy of the athlete's clearance is presented to the student athlete's Vice Principal.

### **Early Dismissals**

Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss.

- 
- Turn in any assignments that are due the day of early release, BEFORE leaving for the game.
  - Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

## ADMISSION TO GAMES, SNACKS, AND SUPPLEMENTS

**KS STUDENTS** are admitted for FREE to regular season home games with his/her student I.D. BIIF student activity cards (high school students) can be purchased to attend regular season away and post season games at reduced prices. BIIF student activity cards (only at participating schools) allow the bearer entry into regular season away contests for free. **BIIF student activity cards** are available for purchase for \$20.00 through the athletic office (high school campus) on school days from 10:00am-3:30pm, and are active for the entire school year. BIIF student activity cards are honored at BIIF post season tournament games, however, admission is charged at a discounted rate. BIIF student activity cards are not honored at HHSAA State Tournament games.

**KS PARENTS/'OHANA** can purchase KS Parent/'Ohana passes for \$25 each (cash only) from the athletic office (high school campus). KS Parent/'Ohana passes are active for the entire school year. These passes allow the bearer FREE entry ONLY at KS regular season HOME games. KS Parent/'Ohana passes are

NOT honored at away contests, pre-season tournaments (fundraisers), BIIF playoff games, or HHSAA State Tournament games.

**KS FACULTY/STAFF** are admitted for FREE to regular season home games.

### Ticket Prices


BIIF: Admission prices available at: <https://www.biifsport.com/>

HHSAA: There is an admission fee to attend all state tournament games sponsored by the Hawai'i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with the HHSAA website at <http://hhsaa.org> for more information.

At all events, students are expected to: dress appropriately, show good sportsmanship, be considerate, and keep the facility free of litter.

### Taking Photos or Videos at Games

In general, the taking of photos and videos at all KS athletic events and competitions is allowed,



provided that they do not unreasonably interfere in any way with the operations of any athletic event. For example, no flash photography at indoor contests. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

### **Potlucks and Snacks**

Because many of our scheduled games are held in areas far from our campus, team potlucks or refreshments after games are allowed (this refers to all home and off campus games) with the approval of the host school. Please ensure that all refreshments are coordinated and arranged through the respective coaches.

### **Team Fundraising**

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, please contact your coach.

All athletic t-shirt designs should promote the team concept and the KS spirit of ha'aha'a. Fundraising should NOT begin (e.g. commit resources and/or collect money) until coaches

seek and obtain approval from the Athletic Department.

### **The Use of Nutritional Supplements**

Nutritional supplements are widely used by athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the National Federation of High Schools (NFHS) strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense or recommend any supplement to a student athlete.



# ATHLETIC HEALTH SERVICES

## **Athletic Training Services**

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in the Health Services section of this Handbook. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Student Health Services Director, team physician(s), and the student's private physician as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility.

Athletes are not to be in the athletic training room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer, shall be allowed to use the medical or rehabilitation equipment in the athletic training room.

## **Priority of Service in the Athletic Training Room**

In-season athletes preparing for practice or an event will receive priority to avoid tardiness to the practice or event. All other athletes will be serviced as staffing permits.

## **Coverage of Practices and Events**


A Certified Athletic Trainer will be accessible during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy and is determined by level of risk, location of event, availability of KS staff and if off-site availability of host medical personnel.

## **Illness or Injury Occurring at Practice or Event**

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The athletic trainers will communicate with the students and coaches as to their participation status until release for return to full participation.

When a Kamehameha Schools Certified Athletic Trainer is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic Trainer or the trainer is otherwise unavailable, the Head Coach is responsible for the athlete's care.

When a Certified Athletic Trainer is not present,



the coach must make very conservative decisions when deciding to return an injured/ill athlete to play. Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

### **Clearance to Return to Full Participation**

The athletic training staff must clear every injured or ill athlete before returning to full participation, whether assessed/treated by the athletic training staff or not. A physician's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics. Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after obtaining clearance from the athletic training staff.

### **Injury/Illness Education**

Best practices for athletics recommend that coaches, parents and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online course on Head Injuries/Concussions, Sudden Cardiac Arrest and Heat Illness. The following sections provide a brief synopsis for Head Injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

## **CONCUSSION MANAGEMENT**


Kamehameha Schools (KS) Concussion

Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawaii High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and post-injury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on an every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury.

All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity.

Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare provider who is able to provide medical clearance (advanced



practice nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to play protocol. A healthcare provider's clearance to return to play is considered clearance to begin the KS return to play protocol, and will not be treated as clearance to return to the KS athletic activity.

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an athletic trainer will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse,

and as applicable.

## **RETURN TO PLAY GUIDELINES**

KS will use the following guidelines. Consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

### Step 1

Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a physician or the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

### Step 2

Return to school full time.

**Steps 3-7 will be supervised by a KS Athletic Trainer. (Each step is separated by a minimum of at least 24 hours.)**

### Step 3

Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

### Step 4

Running in the gym or on the field. Completion of step 4 will allow clearance for return to P.E.

### Step 5

Non-contact training drills in full equipment.



Weight training can begin.

Step 6

Full contact practice or training.

Step 7

Play in game.

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at [http://www.cdc.gov/headsup/pdfs/schools/tbi\\_factsheets\\_parents-508-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf).

### **SUDDEN CARDIAC ARREST**

Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?

About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13 such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African-Americans, and football and basketball players. This may be because more athletes participate

in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports training and competition are not likely to be detected during sports physicals or routine exams.


### **Screening Evaluations**

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

*Athletic screening (sports physicals) should be done by a health care provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements.*

Parents Should Complete the Medical History





Forms with their Child Young athletes may be at greater risk and need further evaluation and tests if there is:

1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

#### Recommendations

Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main responsibility of health care providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.


Source: American Academy of Pediatrics: <https://www.healthychildren.org/English/health-issues/injuries-emergencies/sports-injuries/Pages/Sudden-Cardiac-Death.aspx>

#### HEAT ILLNESS

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawaii High School Athletic Association Heat Acclimatization Policy which includes a 14 day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

#### Prevention of Heat Illness

- Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- Replace fluids with water and/or sports

- 
- drinks to replace fluids and electrolytes.
- Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
  - Should not participate in athletics when they have a fever (>100.4°F)

Resources:

- [https://www.sportshigh.com/assets/content/resources/governing\\_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398](https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398)
- <https://ksi.uconn.edu/>

Each Campus also has emergency preparedness plans for lightening and other natural disasters. The Athletics Director has responsibility for communicating those plans.

### **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. For more information, please contact the campus athletic office at 982-0653.



## SERVICES AND RESOURCES

### **Uniforms, Lockers, Equipment, and Facilities**

Athletes are expected to exercise care of school uniforms, equipment, and facilities, and to report any abuses to their coach or the Athletic Director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

Athletes may receive the following items (items may vary depending on the sport):

- One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up)
- One (1)-set of practice clothes (t-shirt and a shorts)
- A set of game uniforms (\*depending on sport)
- One (1) laundry belt
- One (1) towel (towels are exchanged on a one-for-one basis)
- Socks and other sporting apparel are also available upon request. (depending on availability)


In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately and the athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within three (3) days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal

belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawal. Thereafter, items will be disposed of.

Athletes must return uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within 3 school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed of.

All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or un-returned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)

Student athletes will be charged the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the athlete's account.



Students who have not cleared their accounts will not be able to register for classes for the following semester, will not be issued uniforms for any other sport during the next sport season, and students in Grade 12 will not be able to graduate.

## **UNIFORMS**

Student athletes' practice and game uniforms are issued under the following guidelines:


1. Laundering of Uniforms
  - ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.
  - Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.
  - Properly returned uniforms will be washed & dried on the issued wash belts; and returned to the student athletes' lockers.
  - Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS! (Washbelts will not be washed if personal items are found on them)
2. Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:
  - P.E. classes
  - Work or job
  - Socially

- School wear (see policy below)
3. Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
  4. Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.
  5. Athletes are strongly encouraged to return their uniforms and other equipment on the day of, and directly after their last contest.

## **LOCKERS**

Student athlete lockers will be issued according to the following guidelines:

1. Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. Hazing of other players is not allowed, and is subject to disciplinary action.
2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. No one except coaches and assigned

- 
- players are allowed in the locker room.
6. No GLASS containers are permitted in the locker room areas.
  7. All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.
  8. Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and is expected to place it in the proper barrel after each use in exchange for a clean towel.
  9. Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department - (808) 982-0149.

## **EQUIPMENT**

Student athletes' practice and game equipment will be issued under the following guidelines:

1. All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly.
2. All athletic equipment is the property of Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.


## **Strength and Conditioning**

The strength and conditioning program at KS has several goals and objectives, namely, to:

1. properly utilize a strength training facility in the best interest of all students,
2. provide adequate coaching technique in strength training,
3. provide program alternatives for achieving specific results,
4. insure that the proper safety measures are being employed during all training sessions,
5. provide responsibility in the proper care of equipment,
6. allow for strength training consultation for all athletic squads and physical education instructors,
7. make available opportunities for students to enjoy the benefits derived from a sound strength training program on a year-round basis, , and to
8. present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the weight room located at Koai'a to improve their strength and overall performance, subject to the following guidelines:

1. Shirt and shoes are required in the weight room at all times.
2. The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility



Supervisor when he is unavailable. AT  
NO TIME ARE ATHLETES TO USE THE  
WEIGHT ROOM WITHOUT AUTHORIZED  
SUPERVISION.

3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.
5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.



## TRANSPORTATION AND TEAM TRAVEL

### **Transportation to and from Athletic Events**

Kamehameha provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Student athletes are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of this Handbook, while being transported to and from all athletic events.

### **Permission for Alternative Transportation and to Leave the Group**

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Coach or Athletic Director's approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group form, to the student athlete's respective head coach. Forms are available online at the Athletic Department's website located at: <https://kshathletics.org/main/filesLinks/>  
Permission for alternative transportation

is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

### **Overnight and Inter-Island Travel**

Team competition may and oftentimes require overnight and/or inter-island travel. This is especially true for HHSAA sponsored tournaments, which involve Varsity teams traveling to O'ahu or the neighbor islands for competition. If state tournament travel is required, KS will provide air and ground transportation, including meals and lodging, for coaches and all team members. Additional parental permission may be required.

Team members travel to and from athletic events together in KS-approved uniform and/or apparel as a team at all times. Family visits are prohibited. All KS policies and procedures governing student behavioral expectations and conduct as set forth in this Handbook apply to student athletes at all times during team travel.

Itineraries are usually distributed to team members 5-7 days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members requires prior approval from school administration. Please notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s)



of the alternative travel.

In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director.

In the event of an emergency, coaches have the discretion to modify travel arrangements.



# SCHOOL CALENDAR



Kamehameha Schools  
HAWAII

## Kamehameha Schools Hawai'i 2024-2025 School Year Calendar

Kula Ha'aha'a (QUARTER) 173 Days

Kula Waena (QUARTER) 173 Days

Kula Ki'eki'e (QUARTER) 173 Days

■ HOLIDAYS/VACATION (NO SCHOOL)

■ EARLY RELEASE DAYS

■ OTHER NO SCHOOL DAYS K-12

- Jun. 11** HOLIDAY - King Kamehameha Day
- Jun. 13** First Day for Kaulahala Summer Academy
- Jul. 4** HOLIDAY - U.S. Independence Day
- Jul. 11** Last Day for Kaulahala Summer Academy
- Jul. 31** LĀ NUI - Lā Ho'ihō'i Eā
- Aug. 1** FIRST DAY FOR STUDENTS 1st Semester Begins
- Aug. 9** Kula Ki'eki'e Wehena Kula/Open House\*
- Aug. 16** Kula Waena Back to School Night\*
- Aug. 22** Kula Ha'aha'a Open House\*
- Aug. 23** Gr. K-12 NO SCHOOL Teacher In-Service
- Sep. 2** HOLIDAY - Labor Day
- Sep. 11** Gr. K-12 EARLY RELEASE Nāki'owaike Meetings
- Oct. 4** 1st Quarter Ends
- Oct. 7-11** VACATION - FALL BREAK
- Oct. 14** Gr. K-12 NO SCHOOL Teacher Workday
- Nov. 7-8** Gr. K-5 Student Learning Conferences
- Nov. 11** HOLIDAY - Veteran's Day
- Nov. 20** Gr. K-12 EARLY RELEASE Nāki'owaike Meetings
- Nov. 28-29** VACATION - Thanksgiving
- Nov. 28** LĀ NUI - Lā Kū'oko'a

JUNE 2024						
S	M	T	W	T	F	S
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Dec. 19** 2nd Quarter/ 1st Semester Ends
- Dec. 19** Gr. K-12 EARLY RELEASE - Founder's Day\*
- Dec. 20 - Jan. 3** VACATION - WINTER BREAK
- Jan. 6** Gr. K-12 Teacher Workday
- Jan. 7** STUDENTS RETURN 2nd Semester Begins
- Jan. 20** HOLIDAY - Martin Luther King Jr. Day
- Jan. 24** Charles Reed Bishop Convocation/Chapel\*
- Jan. 30-31** Gr. K-5 Student Learning Conferences
- Feb. 12** Gr. K-12 EARLY RELEASE Nāki'owaike Meetings
- Feb. 17** HOLIDAY - President's Day
- Mar. 7** 3rd Quarter Ends
- Mar. 10** Gr. K-12 NO SCHOOL Teacher Workday
- Mar. 13-14** Kula Ki'eki'e Hō'ike\*
- Mar. 17-26** VACATION - SPRING BREAK
- Mar. 26** HOLIDAY - Prince Kūhiō Day
- Apr. 11** Gr. K-12 NO SCHOOL Teacher In-Service
- Apr. 18** HOLIDAY - Good Friday
- May 2** Gr. K-8 EARLY RELEASE - May Day\*
- May 21** LAST DAY FOR STUDENTS 4th Quarter/2nd Semester Ends
- May 24** Commencement - Ka'iawahō'okelewa'a KS Hawai'i Class of 2025\*
- May 26** HOLIDAY - Memorial Day

Revised 3/21/24

\* All events listed may be subject to change. Calendar will be updated at [ksbe.edu/hawaii](http://ksbe.edu/hawaii).

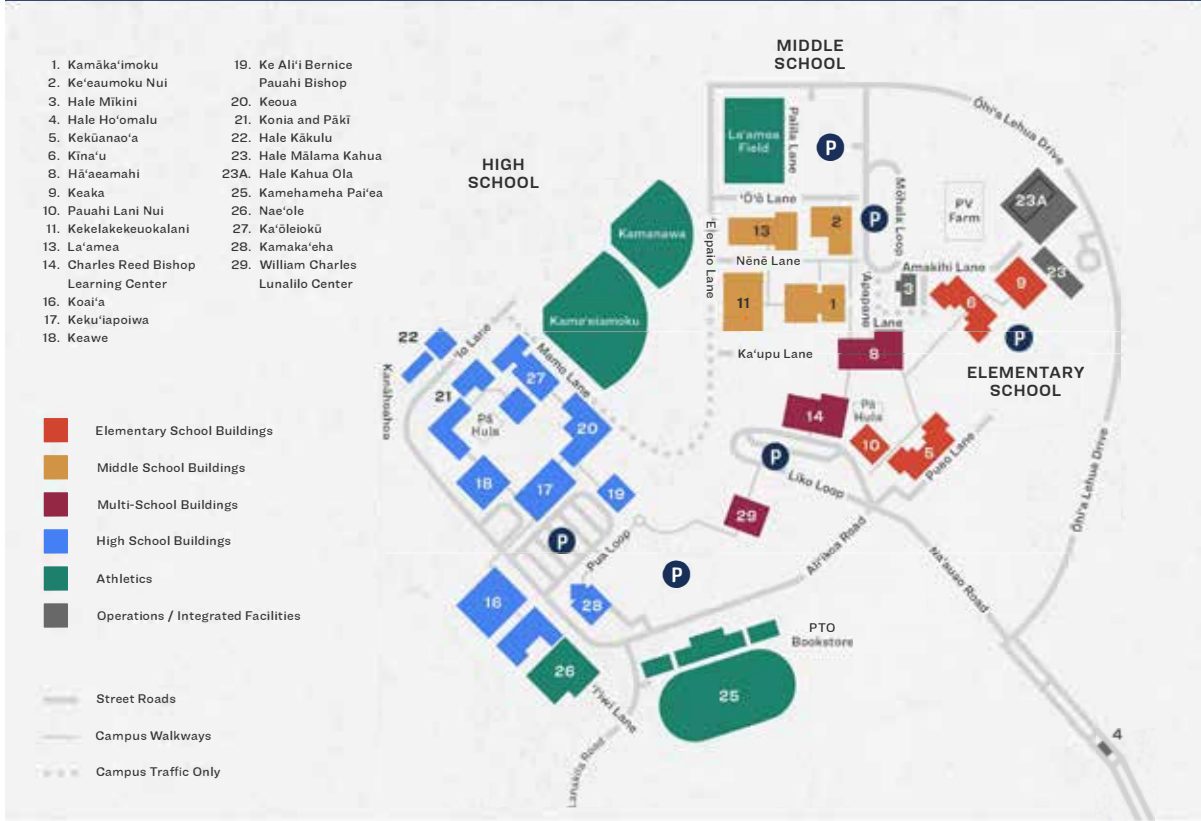


# SCHOOL MAP



## Kamehameha Schools®

**Hawai'i Campus Map**  
 16-716 Volcano Road  
 Kea'au, Hawai'i 96749  
 Ph: (808) 982-0000  
 Web: ksbe.edu/hawaii



- 1 Kamāka'imoku**  
Grade 6-8 Specialty Classroom  
*Paternal Grandmother of Kamehameha*
- 2 Ke'eaumoku Nui**  
Grades 6-8  
Specialty Classroom Building  
*Paternal Grandfather of Kamehameha*
- 3 Hale Mikini**  
Mechanical Building  
*Translates to "Machine House"*
- 4 Hale Ho'omalulu**  
Security Guard Shack  
*Ho'omalulu is to bring under the care or protection of*
- 5 Kekūānoa'a**  
K-2 Classroom Building  
*Hānai Father of Bernice Pauahi Bishop*
- 6 Kīna'u**  
Grade 3-5 Classroom / Specialty Building  
*Elderest daughter of Kamehameha I and hānai mother of Bernice Pauahi Bishop*
- 8 Hā'aeamahi**  
Dining Hall and K-8 Music Center  
*Maternal grandfather of Kamehameha I*
- 9 Keaka**  
K-5 Covered Playcourt  
*Trusted Guardian of young Kamehameha*
- 10 Pauahi Lani Nui**  
K-5 Administration Building  
*Honorary Title of Bernice Pauahi Bishop*

- 11 Kekelakekeuokalani**  
Grades 6-8  
Classroom Building  
*Maternal Grandmother of Kamehameha*
- 13 La'amea**  
Grades 6-8 Gymnasium  
*Teacher of Kekūhaupū'o, who trained Kamehameha*
- 14 Charles Reed Bishop Learning Center**  
K-8 Library / Learning Center  
*Husband of Bernice Pauahi Bishop*
- 16 Koai'a**  
High School PE Locker / Gymnasium  
*Senior Instructor of Kekūhaupū'o in Warfare*
- 17 Keku'iāpoiwa**  
High School Library / Media Center  
*Mother of Kamehameha*
- 18 Keawe**  
High School Dining Facility  
*Grandfather of Kamehameha*
- 19 Ke Ali'i Bernice Pauahi Bishop**  
Administration Building  
*Founder and Benefactress of Kamehameha Schools*
- 20 Keoua**  
High School Science Classroom  
*Father of Kamehameha*
- 21 Konia**  
High School Classroom  
*Mother of Bernice Pauahi Bishop*
- Pāki**  
High School Classroom  
*Father of Bernice Pauahi Bishop*

- 22 Hale Kākulu**  
Hawaiian Culture Outdoor Classroom  
*Kākulu by definition is the person who bails the water from the wa'a. This person keeps the wa'a afloat and moving forward in the right direction.*
- 23 Hale Mālama Kahua**  
Grounds Facility  
*Translates to "Ground Caring Facility"*
- 23A Hale Kahua Ola**  
Operations Physical Plant Building  
*Translates to "House of the Living Foundation"*
- 25 Kamehameha Pa'āea**  
Football / Track / Soccer Complex  
*Childhood Name of Kamehameha*
- 26 Nae'ole**  
Swimming Pool Facility  
*Guardian to Kamehameha*
- 27 Ka'ōleiookū**  
High School Art / Vocational Tech. / Specialty Building  
*Grandfather of Bernice Pauahi Bishop*
- 28 Kamaka'eha**  
High School Music Building  
*Another Name for Lili'uokalani. Hānai sister of Bernice Pauahi Bishop*
- 29 William Charles Lunaliilo Center**  
Integrated Chapel / Performing Arts Building  
*First elected King and close friend of Bernice Pauahi Bishop. Once owned the land where KS Hawai'i is now located.*



## SCHOOL SONGS

Kamehameha Schoos Alma Mater

### **SONS OF HAWAI'I**

*Composed by: William B. Olson and Theodore Richards*

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

Refrain:

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

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

Kamehameha Schoos Fight Song

### **I MUA KAMEHAMEHA**

*Written and Composed by Charles E. King  
Copyright 1928 Charles E. King Music Co.*

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

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



# Kamehameha Schools®

## HAWAII

### Kamehameha Schools Hawai'i Administration

M. Kāhealani Nae'ole-Wong, Po'ō Kula  
Scott De Sa, Hope Po'ō Kula  
Dr. Kathy Wurdeman-Thurston, Po'ō, Hālau 'Ie'ie  
Joy Hau'oli Motta, Po'ō, Hālau Kupukupu  
Dr. Lehua Veincent, Po'ō Kumu, Kula Ki'eki'e  
Phil Aganus, Hope Po'ō Kumu, Kula Ki'eki'e  
Pua Kalaniopio, Hope Po'ō Kumu, Kula Ki'eki'e  
Dr. Tehani Corcoran, Po'ō Kumu, Kula Waena  
Kaleo Kaleohano, Hope Po'ō Kumu, Kula Waena  
Dr. Ka'ulu Gapero, Po'ō Kumu, Kula Ha'aha'a  
R. Waianuhea Paleka, Hope Po'ō Kumu, Kula Ha'aha'a  
Lisanne Kekuewa, Director of Enrollment Experience and Summer Programs  
Brian Kaunaloa Boshard, Kahu

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Livingston "Jack" Wong

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Ben Salazar, VP of Finance and Chief Financial Officer  
Tim Donahue, Chief Investment Officer—Financial Assets Division  
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Dr. Kēhaunani Abad, VP of Strategy and Experience  
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