



Kamehameha Schools®

# Kauluhala

## SUMMER ACADEMY

# STUDENT & PARENT HANDBOOK

# 2024



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KAMEHAMEHA SCHOOLS®

## 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.

The Kauluhala Summer Academy Enrollment Agreement will be available to you online upon invitation to the program. Please refer to your invitation letter for details. This agreement lets us know that you have read, fully understand, and support the information contained in this Kauluahala Summer Academy Student & Parent Handbook.

*NOTE: References to "parents" throughout this handbook 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/health-and-safety-measures>

## 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, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

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

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

Kamehameha Schools currently operates K–12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K–12 families qualify for need-based financial aid.

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

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

## HEAD OF SCHOOL MESSAGE

# Ka Mana‘o o ke Po‘o Kula

Welina mai ke aloha e Nā ‘Ohana o Kamehameha Hawai‘i Kauluhala Summer Academy,

Whether your ‘ohana is new to Kamehameha Hawai‘i 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.

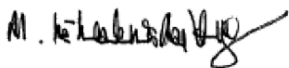
It is an honor to partner with you in discovering and developing your keiki’s skills and ambitions through our personalized learning ecosystem that fosters their well-being, agency, and adaptability—ensuring future paths of postsecondary success.

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 Hawai‘i, 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 summer 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!

‘O au iho nō me ke aloha kauhale ē,



M. Kāhealani Nae‘ole-Wong  
Po‘o Kula, Kamehameha Hawai‘i



### Our Mo‘olelo of Innovation

As a kula it is our shared kuleana to advance learning for haumāna in an environment that is experiencing rapidly accelerating change from Hawai‘i Island communities to distant global nations. We are inspired by our kupuna and their tradition of innovation and are blessed today with hoakumu and ‘ohana who are committed to innovation in learning that points to bright futures for our haumāna. Our greatest opportunity as a kula is to accelerate change from within to create new energy and capacity for sustained success.

## CONTACT INFORMATION

Please call the respective Kauluhala Summer Academy unit office to report student absences, tardiness, early pick-ups, or changes in afternoon transportation.

SUMMER PROGRAM UNIT OFFICE	LOCATION	PHONE NUMBER	PROGRAM ADMINISTRATOR	OFFICE HOURS
GRADES K-5	Charles Reed Bishop Learning Center Conference Room 1406	Division Office (808) 982-0771	Mr. Alan Kinoshita	June 13, 2024 – Aug. 2, 2024 Monday thru Friday 7:30 am–3:30 pm  <i>Closed on the following holiday:</i>  Thursday, July 4, 2024 Independence Day
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0211		
GRADES 6–8	Kekelakekeuokalani Teacher Work Room	Division Office (808) 982-0773		
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0211		
GRADES 9-12	Ka'oleioku Room TBD	Division Office (808) 982-0770	Mr. Keali'i Akina	
	Ke Ali'i Bernice Pauahi Bishop Administration Room 19130	Health Room (808) 982-0611		

### Kauluhala Summer Academy Office

*Open year round*  
Monday thru Friday  
7:30 am–3:30 pm  
PHONE: (808) 982-0033  
FAX: (808) 982-0105  
EMAIL: [kauwela@ksbe.edu](mailto:kauwela@ksbe.edu)

### Transportation Office

*Open year round*  
Monday thru Friday  
7:30 am–3:30 pm  
PHONE: (808) 982-0026  
or (808) 982-0701  
EMERGENCY CELL: (808) 217-1437  
EMAIL: [makuikah@ksbe.edu](mailto:makuikah@ksbe.edu)

### Security Main Gate

(24-hour contact)  
PHONE: (808) 982-0149

### Kamehameha Schools Hawai'i

16-714 Volcano Road  
Kea'au, Hawai'i 96749  
PHONE: (808) 982-0000

<http://sites.google.com/ksbe.edu/kulakauwela/home>

# About Kamehameha Schools

## 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 post-secondary 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 Ke Ali'i Pauahi. These core values are aloha (to have compassion and empathy); *'imi na'auao* (to seek wisdom); mālama (to care for and protect); *'ike pono* (to know and do what is right); kuleana (to take responsibility); *ho'omau* (to persevere and perpetuate); and *ha'aha'a* (to be humble).

## OUR FAITH

Ke Ali'i 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 hāumana a foundation of Christian values to shape their character and guide their actions.

Heading 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 ‘Āina”** — 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.



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

Therefore, Kamehameha Schools will:

- Foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- Integrate 'Ike Hawai'i into its educational programs and services.
- Provide the necessary learning opportunities, resources and training to deepen the understanding of 'Ike Hawai'i.
- Strengthen the relationship and the responsibility of its learners to the 'āina, its resources and traditions.

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

Therefore, Kamehameha Schools will:

- Acknowledge the uniqueness of each learner.
- Assist each learner in achieving core understandings and skills.
- Offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- Strive to be available and affordable to encourage broad participation of the learning community.

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

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

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

Therefore:

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

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

Therefore, Kamehameha Schools program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

We believe every student has the right to learn in a safe and accepting learning environment and has a responsibility of 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 a School Counselor or Division Administrator.

# KAMEHAMEHA SCHOOLS HAWAII

## 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 use the confidence to exert our agency towards empowering socioeconomic and political equity.

# E Ola! Learner Outcomes at Kamehameha

## E Ola! (*Live On!*)

### Learner Outcomes at Kamehameha

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

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS education experience.

**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 connects Kamehameha’s learner outcomes needed to achieve their goals of adults and leaders to the array of plants thriving in forests. Many diverse, but vital, are unique learners nurtured by common experiences inherent in a Kamehameha Schools education.

**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

**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 based 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

**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 create the vibrancy of their ‘ohana, community, and the Hawai‘i, ka pae ‘āina o Hawai‘i, and the world.

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 opportunities inspired by student’s unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.
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 includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian school.



# Information for Parents

## 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 online or 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 and discuss informal notes, interim reports, and report cards with your child. If you have any questions, contact your child's teacher, or administrator to discuss your concerns or to schedule a conference.

#### Communicate.

Open communication between parents and school professionals is essential to a child's academic success. Contact a teacher or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

#### Keep informed.

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

#### Support school activities.

Show support for your child's involvement by volunteering to assist with activities or by simply ensuring safe transportation for your child to and from school activities.

#### Enforce dress code.

Enforcement of the dress code begins at home. Please ensure your child is in proper summer school attire while participating on campus and in online instruction.

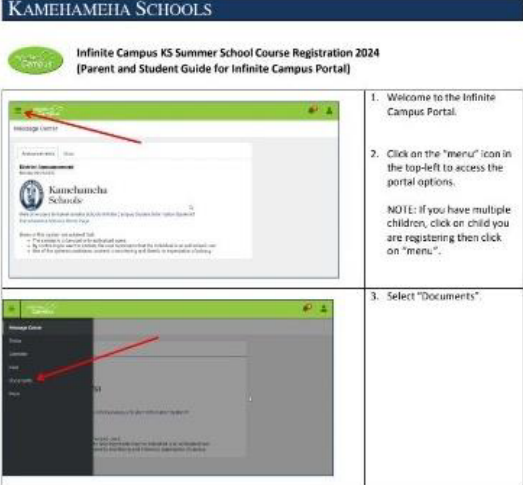
## Some tools and resources to assist you include:

### Infinite Campus

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



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

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.



**KAMEHAMEHA SCHOOLS**

Infinite Campus KS Summer School Course Registration 2024  
(Parent and Student Guide for Infinite Campus Portal)

	<ol style="list-style-type: none"><li>1. Welcome to the Infinite Campus Portal.</li><li>2. Click on the "menu" icon in the top-left to access the portal options. NOTE: If you have multiple children, click on child you are registering then click on "menu."</li></ol>
	<ol style="list-style-type: none"><li>3. Select "Documents"</li></ol>

### Directory Information

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

"Directory Information" may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Email
- Activities
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

## KAMEHAMEHA SCHOOLS RESOURCE CENTERS

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

### **Kamehameha Schools Resource Center – East Hawai'i**

16-545 Old Volcano Road. Kea'au, HI 96749  
PHONE: (808) 982-0851  
FAX: (808) 961-6134

### **Kamehameha Schools Resource Center – West Hawai'i**

78-6831 Ali'i Drive, Suite 439 Kailua Kona, HI 96740  
PHONE: (808) 322-5402  
FAX: (808) 322-5437

### **Kamehameha Schools Resource Center – Maui**

175 North Market St. Wailuku HI, 96793  
PHONE: (808) 242-1891  
FAX: (808) 242-0824

### **Kamehameha Schools Resource Center – Moloka'i**

612 Maunaloa Highway Bldg. B Kama'ula, HI 96748  
PHONE: (808) 553-3673  
FAX: (808) 553-9801

### **Kamehameha Schools Resource Center – Honolulu, O'ahu**

567 S. King St. Suite 102 Honolulu, HI 96813  
PHONE: (808) 534-8080  
FAX: (808) 523-6286

### **Kini Pihana, Coordinator**

87-790 Kulauku St. Waianae, HI 96792  
PHONE: (808) 843-9650

### **Day Mau, Coordinator**

46-056 Kamehameha Hwy Kāne'ohe, HI 96744  
PHONE: (808) 534-8780

### **Kamehameha Schools Resource Center – Kaua'i**

3201 Akahi St. Lihue, HI 96766  
PHONE: (808) 245-8070  
FAX: (808) 245-2848

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 Information

## STUDENT ATTENDANCE

Kauluahala Summer Academy has a strict attendance policy. Daily attendance is critical to truly benefit from a rigorous and dynamic summer learning experience. Excused absences include student illness or injury or serious and/or difficult circumstances (i.e. funeral or serious family illness). Absences due to family trips and vacations, games and/or athletic tournaments are discouraged and considered unexcused.

### Grades K–8

Excessive absences will lead to disciplinary action which may include a No Pass for the course. Consequences for students with more than three (3) unexcused absences during the active summer program may result in your child being given a lower priority during registration for the following summer.

### Grades 9-12

Students who miss more than (1) day in a 2-week session or (2) days in a 4-week session may be released from the program. In addition, (2) tardies is equivalent to an absence.

## Reporting Absences

Parents/legal guardians must call the respective Kauluhala unit office by 8:30 am each day a student is absent. If a call is not received, the absence is considered unexcused.

## Returning to School After Absence

All students must readmit (check-in) through their unit office with a note from a parent/legal guardian indicating the reason for absence. Students who are absent one (1) or more school days due to illness or injury will readmit through the Health Room before checking in at the Kauluhala unit office and will be required to provide a medical note. All doctor/medical notes should include information about the illness, treatment, direction for follow-up, and any directions for activities.

## School Hours

The Kauluhala Summer Academy program hours are shown below:

Division	Time
Kula Ha'aha'a	8:00 am–2:45 pm
Kula Waena	8:00 am–2:50 pm
Kula Ki'eki'e	8:00 am–3:00 pm

## Tardiness

A student who arrives after the start time for school or after the beginning time of any class period is tardy. Students who are late to school are to report to their respective Kauluhala unit office for a tardy slip. Students not in their designated place at the warning bell at the start of class will be considered tardy. Generally, tardiness is unexcused. Students arriving after the beginning of school need to bring a note or ask a parent or legal guardian to call their respective unit office. Excessive tardiness will lead to disciplinary action.

## BEFORE & AFTER SCHOOL

### Morning Drop-Off

The school has a designated drop-off time and place for students. To ensure punctuality and safety, please observe the following morning drop-off schedule whenever possible:

GRADE	TIME	LOCATION
K-5	7:15 am-7:50 am	Liko Bus Ramp
6-8	7:15 am-7:50 am	Mōhala Bus Ramp
9-12	7:15 am-7:50 am	Pai'ea Parking Lot

Supervision on campus begins at 7:15 am. To avoid a lengthy school day that may hinder your child's educational progress, please refrain from dropping off your child prior to 7:15 am. Students who come to school too early often experience fatigue during classes.

### Afternoon Pick-Up

To ensure punctuality and safety, please observe the following afternoon pick-up schedule whenever possible:

GRADE	TIME	LOCATION
K-5	2:45 pm-3:00 pm	Liko Bus Ramp
6-8	2:50 pm-3:05 pm	Mōhala Bus Ramp
9-12	3:00 pm-3:15 pm	Pai'ea Parking Lot

Students should be picked up by the time designated above. Students who are not picked up by these designated times must be signed out by an adult authorized and on file with their respective Kauluhala unit office.

### **Inter-campus Access & Required Pass**

Students who attend a KS program and meet up with a sibling or parent who is a KS employee on a different part of campus must obtain an inter-campus pass. Forms are available through each of the Kauluhala unit offices.

### **School Supplies**

All basic supplies needed for your child's experience at Kauluhala Summer Academy has been carefully planned and will be provided. Should additional supplies be needed, you will be notified.

### **Illness in School**

If illness should occur during the school day, the teacher will issue the student a pass to the kauwela unit office. The student will receive a pass and be directed to the Health Room.

### **Lost and Found Items**

Any lost and found items left (in school, on the bus) will be taken to the Kauluhala unit office. Unclaimed items will be taken to a thrift shop or discarded after July 31, 2024. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return the item to its owner.

### **Transportation Changes**

If a child typically rides the bus but will be transported home by another means for a special reason, parents must notify the respective Kauluhala unit office. Notification by a child alone is not sufficient. Prior notification by written note, phone or email is best received by 11:00 am. If parental notification is not received, the child will be placed on his or her assigned bus.



## Frequently Used Vocabulary in Learning Models

- **DIGITAL LEARNING** – All instruction is delivered online in a virtual setting
- **SYNCHRONOUS** – Learning and teaching that happens in real time with a set class schedule and time.
- **ASYNCHRONOUS** – Course content available online for students to access when it best suits their schedules. Assignments are assigned with deadlines.

## Distance / Digital Learning Guidelines

With the increased use of online learning, the following guidelines between students and staff have been established.

- Staff will keep communication with students to specified days and times.
- Parents/Legal Guardians/Students are reminded to be mindful of home backgrounds and environment during a video conference.
- Staff will not use personal email or cell phones for communications with students.

## Guidelines for Distance Learning Platforms and Sessions

- Staff will inform parents of the scope of the distance learning program and expectations for use of the distance learning platform(s).
- Staff will specifically describe the distance learning plan and explain the various ways in which online platforms may be used for both asynchronous and synchronous learning.
- Staff will use various education distance learning platforms (e.g. Canvas, Google Classroom, ZOOM, Microsoft Teams, SeeSaw, etc.)
- Staff will communicate the expectations of live-video-conferencing use, whether video conferences will be recorded, and KS' policies and procedures for staff interactions with students during distance learning.
- Staff will keep parents informed about structure, activities, chat groups, and websites, etc.
- Kauluhala may deliver programming both in groups as well as in one-on-one sessions with students.

For group sessions:

- Attendees can only chat with everyone publicly, the private chat feature will be disabled, as such, there will be no private messaging.
- In order to support students who are not able to attend and need to make up a session, group sessions may be recorded. However, only the instructor and their presentation, or an audio recording of the instructor's voice will be made. Recordings will NOT show students' faces/names/voices. No other recordings of sessions or chats will be made.

For one-to-one sessions:

- Staff will notify parents via e-mail of the need to schedule a one-to-one video conference and will explain the purpose of the video conference and invite parents to attend.
- Staff will clearly define the purpose of the one-to-one meetings with the students and set time limits for when conversations can take place.
- Staff will notify their supervisor or Program Administrator immediately of any concerns or misconduct that may arise as a result of such video conference, such as concerns for student safety and well-being, etc. The Program Administrator along with administration will collectively determine, based on the facts of each situation, whether further action is warranted.
- To maintain confidentiality, one-on-one sessions will not be recorded.
- Staff will keep communication with students to specific days and times.

# Student Conduct

Le'ale'a ka 'ōlelo i ka pohu aku o loko.

*Conversation is pleasant when the inside is calm.*

*Talk is pleasant when hunger is satisfied.*

—Kawena Pukui. *Ōlelo No'eau.*

## CAMPUS MEALS GUIDELINES

Good manners, or etiquette is what is expected of students while in their designated eating area. Mealtime is intended to be enjoyable, both in food and company. Appropriate table manners, as well as mutual respect for others, is essential in ensuring that meal time is pleasant and fulfilling. The guidelines outlined below describe what will be the expectation each day:

Breakfast, lunch, and a morning snack will be provided daily.

### Before Lunch

- Pule will be held in each classroom before proceeding to the designated meal area.

### While at Lunch

- Students are required to eat lunch daily and may not be absent from lunch without obtaining prior permission.
- Students should take what will be eaten and avoid waste.
- Conversations at the tables should be conducted at a reasonable, appropriate volume.

RESTRICTED DIETS: Students with dietary restrictions are required to notify the Kauluhala main office prior to the start of the program.

### **Outside Food and Beverages:**

Outside food and beverages are not allowed during the summer program unless for specific meal substitutions for medical purposes. This includes, but is not limited, to items brought to school for special occasions/events such as birthday celebrations, field trips, and other student activities. Outside food and beverages will be confiscated and disposed of appropriately.



## LEARNING CENTER GUIDELINES

The Charles Reed Bishop and Keku'iapoiwa Learning Centers are exploratory learning spaces dedicated to helping Kamehameha Schools' (KS) students pursue educational and enriching activities. All school rules and appropriate school behavior will apply.

Additionally:

- All food and drink, including gum, seeds, and candy are prohibited.
- Cell phone use is prohibited.
- Sharing of headsets is prohibited.
- Headsets cannot be plugged into the computer unless it is for a class and prior permission must be obtained.
- Earphones plugged into external devices may be used only during free time (before school, during lunch, and after school).
- Game playing is prohibited on computers.
- Ask permission before printing in color; drafts should be done in black and white.
- Only the final product for class should be printed in color.
- Replacement costs for materials defaced, mutilated, damaged, or lost will be charged to the person responsible.
- Rules on student behavior, as outlined in the Expectation section of this handbook, including consequences, will apply in the Learning Centers; this includes Internet Policies established by the campus.

## 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"):

- Kauluahala Summer Academy Website - (<https://sites.google.com/ksbe.edu/kulakauwela/home>)  
The site features a wealth of information including program information, student and parent handbook and the course catalog.
- Infinite Campus -  
Our parent portal is your go to source for grades, student schedules, permission forms and enrollment, etc. Once students are invited to the program, an issued email will be sent to parents to access Infinite Campus. All regular school year KS enrolled student, currently have access to Infinite Campus.

Those parents/legal guardians who do not have access to the electronic tools listed above, please contact your child(ren)'s unit office for appropriate access to information.



### **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, KS System and its support facilities is a privilege and not a right. Students must abide by the guidelines discussed below when using their issued devices on KS Systems. Mobile devices are returned at the end of the class daily (K-5) at the end of the summer program (6-12). After the program ends, 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 always knowing whereabouts of their device. Devices that are left unattended will be taken to the summer program office, and a search will be conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person who will work to resolve the problem.
- Take steps to back up school work data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
- 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 program name on power supply cords, removable cards and carrying bags.
- Students must keep food and liquids away from their device.
- Students must protect their devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Students are not allowed others to have use their device.
- Students should not ensure that their 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 is 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 as 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.
- Students should not clear your devices' internet browser history on their device.
- 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 Systems**

When using 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 week of school. Returning students will continue to use KS accounts already established.
- Limit the use of any 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 their passwords private and confidential.
- Never give others your email account information or use or attempt to obtain username 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 their student accounts.
- Do not use inappropriate media as wallpaper on your devices.
- Parents should check their email accounts at least every three days. Parents without an email address will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via: <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing, and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

### **Be Civil and Courteous When Communicating via the KS System**

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory, or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- Do not “borrow” online material from other students or websites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address, and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors, or teachers.
- Do not share photos, lifestyle, and other personal information on social media sites.
- KS devices may not be used to update personal web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

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

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware, and spyware threats.
- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
- Do not use any KS system to harm others, alter other people’s materials, or misrepresent your identity

### **Obey Copyright and Trademark Laws**

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

### **Disclaimer of Content transmitted over the KS Network**

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

### **No warranty of service or accuracy/integrity of content of the KS 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, mis deliveries or service interruptions.

### **Media production**

Students engaged in school media programs should include the following statement in all media produced:

The views described herein are the views of the author, and do not represent the views or opinions of Kamehameha Schools, nor is there any approval or authorization of this material, express or implied, by the Kamehameha Schools.



## **ON-LINE CLASSES**

- Students should be well prepared for class each day they're online.
- Students should have their computers charged up prior to the start of each session.
- Students should be prepared for class with completed assignments.
- Students should be present at the beginning of each session unless approved by administrator.



## STUDENT DRESS AND APPEARANCE

Neat clothing and good hygiene are the standards for all Kamehameha students. Students are expected to present a neat appearance and be appropriately clothed and groomed while participating on campus and in online instruction.

Parents/legal guardians are responsible for seeing that their children's attire conforms to the dress standards outlined below. Students must be in uniform from arrival on campus until the end of program.

### Uniform

Students in the Kauluhala Summer Academy are required to wear the current program t-shirt daily. Each student will receive two (2) complimentary t-shirts. Program t-shirts may not be altered in any way.

### Consequences:

- Students arriving on campus in attire other than the program uniform or changing clothes during the school day (other than program requirements) shall be referred to the Kauluhala unit office until the uniform standard is satisfied.
- Students in uniform, but in violation of the dress code, shall be referred to the Kauluhala unit office until parents can be contacted.
- The Kauluhala program administrator determines the final decision concerning dress code matters.
- Continued noncompliance with the dress code shall be considered insubordination (please refer to section on Appropriate Conduct, pages 37).

## STUDENT DRESS CODE

*Long pants or shorts.* Students must wear full-length pants, jeans, or shorts appropriate for an educational setting.

Shorts should not be shorter than five (5) inches from above the knee.

*Dress or skirts.* If appropriate, girls' dresses or skirts should not be shorter than five (5) inches from above the knee. Shoulder straps should be at least one (1) inch wide.

*Shoes.* Athletic style footwear is required; slippers are not allowed. Footwear must be clean with no lights or rolling devices. Footwear must be worn as the design intends. Shoes made for laces must be laced and tied neatly.

*Socks.* Socks must be visible.

### Inappropriate attire includes:

- Faded, dirty, tattered or ripped clothing
- Pants or shorts worn below the waist
- Baggy or excessively large pants or shirts
- Gang-related clothing or accessories or clothing which depict drugs, sex, tobacco, alcohol, profanity, and/or violence or clothing otherwise deemed inappropriate.

## **Makeup**

Students may wear natural looking makeup. Makeup is not permitted in the elementary school. Nail polish (except clear), hair glitter, adhesive adornments, and visible temporary tattoos are not permitted.

## **Jewelry**

Minimal jewelry is allowed.

- Single necklace
- Simple appropriate pendant
- Single bracelet
- Single ring
- Single pair of earrings; stud earring only; no hoops or dangling earrings allowed

Jewelry considered inappropriate includes:

- Multiple earrings
- Inappropriate symbols
- Dog-like and tribal collars
- Visible body piercing (other than ears for girls)
- Visible inappropriate tattoos
- Gangster chains
- Earrings for boys
- Sunglasses

**The school will not be responsible for lost or damaged jewelry.**

## **Hair styling**

Unnatural hair color is inappropriate. There should be no variation in hair color and absolutely no symbols, names, numbers, letters, designs, uneven cuts across back or side, razor patterns, shaved or partly shaved heads, so as not to draw attention to the hair.

Hats, caps, beanies, visors, sunglasses, or hoods and bandanas are not allowed. Dyed or bleached hair or highlights, if any, should be within the range of a student's natural colored hair.

### **Boys:**

- Appearance should be clean, neatly groomed, and styled in a manner appropriate in an educational setting
- For those with longer hair, length and bulk of hair should be pulled back and should not appear ragged or unkempt

### **Girls:**

- Hair should be kept neat and worn in an appropriate style

## Miscellaneous Clothing Requirements

### Additional Dress Requirements

For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear as designated by the teacher. The Kauluhala program t-shirt should be worn unless the student's teacher indicates otherwise.

### Label Clothing (Grades K-8)

Label all clothing with student's first initial and last name to prevent loss of clothing items. There is a lost and found area in each Kauluhala unit office. In order to identify lost items easily, student's names should be clearly marked on anything brought to school. Any unclaimed items will be donated after July 31 of the current year.



## ACADEMIC POLICIES

### 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.

*Some examples of assignments which might be given:*

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

*For best results, parents should provide:*

- A quiet place free from distractions, such as TV or a cell phone
- A regular time to complete homework
- Interest and support in student's homework
- Supplies to do homework

### Work not meeting standards

Work may be redone at teacher's discretion.

### Student Evaluation and/or Credit

#### Grades K-8

#### Missing Assignments

Students will earn a zero (0) in the gradebook and parents and guardians will be notified.

#### Progress Reports

Students may receive a final student progress report depending on the course. Credit is not awarded. All progress reports, if issued are kept on file for record keeping.





## **Grades 9-12**

### **Report Cards**

All students will receive a final letter grade A-F or pass/fail for credited courses as an evaluation of their work. For current KSH students - grades of a D or below will be reviewed by KSH HS administration and its impact on repeating the course during the regular school year and possible impact on Academic Probation. Report cards may be viewed via Infinite Campus and will be available at the close of each session. You may request a hard copy of your child's report card by contacting the Kauluhala Summer Academy Office.

All Kauluhala grades are reported to the student records office and cannot be removed from a student's Kamehameha Schools transcript.

For NKS Students:

A copy of the student's credit level grades will be sent to the school that the student will attend in July/August 2024, as designated on the registration form, unless a hold has been placed due to unreturned texts, library books, supplies or laptop.

Report cards list the student's name, assessment, course period (if applicable), and teacher. Teacher's comments may be reflected on the report.



### **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 himself 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.

# 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 situation. Likewise, we strive to express that spirit of graciousness and love in our Home Ho‘ona‘auao today.
5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as po‘o, alaka‘i, kumu, limahana, haumāna and ‘ohana.

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

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

## School-Wide Behavioral Expectations

Kamehameha Schools’ disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development.

Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

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

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

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

**Pono/Honesty, Integrity -** Courage to stand up for what is right, true and good; doing what you say you will do. *‘Imi na‘au pono* – to seek what is right, true and good. *‘Oia‘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, hand-held video games, or play equipment (unless prior approval is obtained)
- Radio's, tape recorders, CD/DVD/MP3 players, digital recorders, or cameras (except at the request of teachers)
- Flammable materials (lighters, matches, fireworks, poppers)
- Unnecessary money
- Weapons or any other objects that can cause injury
- Modes of transportation (bikes, skateboards, scooters, Heelys, Razors, skates, etc.).

## **Right to Search**

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

## **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 a safety/security 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 feature/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 cellphones or portable media devices during school hours may lead to disciplinary action.
- For all student or family emergencies, contact the office to inform them so that the office can best assist your child.

## **Identification Cards**

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.

# A Commitment to Appropriate Conduct

Mohala i ka wa 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.*

—Kawena Pukui. *Ōlelo No’eau.*

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

We believe in...

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

## STUDENT EXPECTATIONS

Ka Loina  
Lawena Pono *A Commitment to  
Appropriate Conduct*

Ke mahalo nei au i  
Ke Ali’i Pauahi no  
kona lokomaika’i. *I am grateful to  
Princess Pauahi for  
her generosity.*

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. *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 fulfill Ke Ali’i Pauahi’s vision of having our students work towards being “good and industrious” men and woman, the Kamehameha Schools 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 Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.



### Citizenship Behaviors

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

The KS Commitment to Appropriate Conduct process is designed to model and teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, online, 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 (5) levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depend on the frequency and/or severity of the 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.

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

### LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

**Infractions** – Examples include, but are not limited to:

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

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

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

## LEVEL 2

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

**Infractions** – Examples include, but are not limited to:

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

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

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

## LEVEL 3

Level 3 discipline addresses behaviors which have not responded either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

**Infractions** – Examples include, but are not limited to:

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

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

- Repossession of school property/equipment
- Financial restitution
- Continue more stringent Level 1 and/or Level 2 consequences
- Drug/Alcohol assessment/counseling
- In-school restriction
- Community service
- Outside counseling (at parent expense)
- Release from school
- Restriction from school events/activities.
- School Counseling
- Suspension



#### LEVEL 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 interventions, 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
- Fighting
- 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
- Intermediate theft
- Serious misuse of school electronic devices, including computers
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Serious sexual misconduct
- Threatening a staff member or student
- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Extortion

**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 5

Level 5 discipline addresses behaviors which have not responded to Level 1 through 4 interventions, 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
- 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
- Major theft

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

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

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

## Pu'uhonua

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

## Out-Of School and Off-Campus Behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; and cyberbullying or other use or misuse of computers, computer websites (personal, at home or at school), or social media, 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 summer program Po'ō Kumu that result in a release may be appealed to the Po'ō Kula. All other disciplinary decisions by the summer program Po'ō Kumu or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Po'ō Kumu or his/her designee, it will usually be first

communicated to the parent/guardian verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has three (3) working days to appeal the decision to the Po'ō Kula in writing.

### Release Categories

These are two types of release categories:

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

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

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

Once the written appeal has been received, the Po'ō Kula or designee will review the information gathered by the Po'ō Kumu (or designee). If it is determined that there are sufficient grounds for the appeal, a time will be scheduled for the Po'ō Kula/ designee to meet with parent/guardian(s) and the student, (if deemed necessary by the Po'ō Kula/designee with the Po'ō Kumu). If there are insufficient grounds for the appeal, the parent(s) will be notified in writing.

After the scheduled meeting, the Po'ō Kula/ designee will render a final decision of the appeal in writing to the parent/guardian(s) and Po'ō Kumu within a reasonable time. The decision by the Po'ō Kula/designee is final and not reviewable.



# Safety and Security

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

To contact the campus security office, call (808) 982-0063.

## Security at the Main Gate

Campus access is strictly controlled between 8:00 am–2:00 pm and between 10:00 pm–5:00 am. To contact the Main Gate, call (808) 982-0149. This number should be called after hours on weekends, and for emergency calls.

The main gate is equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

## Traffic Regulations

While on campus, all drivers are responsible to observe all posted speed, stop, and traffic requirements and to follow the directions of campus security personnel.

## ‘Ohana Drop-Off and Pick-up

There are designated drop-off and pick-up sites (bus ramps) located at the elementary, middle school and high school divisions of the campus. Curbside stopping and/or parking is not allowed when a school bus is attempting to pull in or out of a bus ramp site. In addition, parents are reminded to use available crosswalks on campus.

For summer program elementary students only: To further ensure your child’s safety after school, Kauluhala has a “one-on-one” release program for grades K-5. Your child will be released by the bus ramp supervisor ONLY when your pick-up vehicle displays the Kauluhala vehicle decal provided in your program packet. Vehicles without the proper pick-up decal and/or students who are not picked up by 3:00 pm must have an authorized adult sign-out the student at the respective Kauluhala unit office. The authorized adult must be listed on the student’s records on file in order for the student to be released.

## Fire Lanes

Access onto designated fire lanes located near or behind school buildings is prohibited, unless authorized or directed to do so by a KS Security Officer.

## 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, 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 Hiikua 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 Hiikua 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](https://bit.ly/kshsaysomething)

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS Ethics Point system at <https://secure.ethicspoint.com/domain/media/ed/gui/10361/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.



# 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 activity 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 808-982-0149.



## 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](https://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](https://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.**



Kamehameha  
Schools®

HAWAI'I

## 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 school investigations 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 right 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 are 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 guardians 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.

## Off-limit Areas of Campus

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

- Areas where constructions renovations are in progress.
- Parking lots and student cars
- Forest areas
- Physical plant area
- Other division campuses without an inter-campus pass
- Athletic facilities, unless being used for school functions
- Classroom lānai areas & restrooms during class, except with permission
- Unsupervised areas
- Any other area designated by faculty and/or staff

## Visitors and Volunteers

Upon arrival on campus, ALL visitors—including parents, relatives and caregivers—must report to the Kauluhala unit office, sign in, and obtain a visitor’s pass before going to a classroom or anywhere else on campus.

All visitors are expected to follow school health and safety rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Therefore, we request that visitations be scheduled in advance with your child’s classroom teacher.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as huaka’i (field trips) and special activities possible when safe to do so. School faculty or staff will share opportunities to volunteer as the need arises. 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 may be required to complete the following:

- An annual criminal history record check. This information is kept 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 unit office to sign in and obtain a visitor’s pass. At the end of the huaka’i, special activity, program or service, volunteers should return to the authorized Kauluhala unit office to sign out and return the visitor’s pass, unless alternate arrangements have been made.

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



In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives, or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students. Volunteers who have already completed the above procedures for the regular 2023-2024 school year do not have to complete volunteer procedures for Kauluhala.

## 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 or unattended, unsecured areas.

## Island-wide Emergencies

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

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

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

**Radio:** Announcements about school closure or evacuation will be broadcast over the following local radio stations: KIPA 1060AM, KPUA 670AM, KWXX 94-7FM, KKBG 97.9 and KAPA 100.3AM.

**Telephone calls:** In the event of an emergency, every effort will be made to keep parents informed via our automated messenger service. Urgent phone calls may be made to the main gate at (808) 982-0149.

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

Grades K-5 Hā'aeamahi Dining Hall

Grades 6-8 La'amea Gym

Grades 9-12 Koai'a Gym

**Transportation:** In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Hawai'i campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information. There may be events where we try to evacuate students early (e.g. Tsunami) – in these rare cases parents will be notified by school messenger and students will have the option to remain on campus if need be.

**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 security office at (808) 982-0063.



# 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.



The HSD does not replace our 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 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.

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

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

Parents/legal guardians are required to complete a [Medical Treatment Agreement and Release](#) prior to the start of the program year. While Kamehameha Schools may provide healthcare services for its students, final and complete responsibility for the health of the student rests with the parent/legal guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parent/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: Please ensure that you and your emergency contact's contact information is kept current.**

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the child may result in a delay in the child's ability to return once healthy. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from school for the following:

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

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

### **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 the kauwela program or during the kauwela program, please submit an updated RAM.

The parent/legal guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medications) 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. Kamehameha 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, and generally 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:

- Elementary and Middle School Health Room are located at Pauahi Lani Nui Administration Building; (808) 982-0211 or 982-0411; fax: (808) 966-5908
- High School Health Room is located at the High School Administration building; (808) 982-0611; fax (808) 982-0612

### **Returning after illness or injury**

All students returning to school after an absence for illness or injury 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 illness/injury requires restriction of school activities, he/she is to report to the healthroom so that this restriction can be noted, regardless of the length of the absence.

### **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 counselors, administrators, friends, and 'ohana. Depression screening occurs in health rooms, 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 after assessing a student.

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

A student placed on medical leave 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 7:30am to 3:30pm for behavioral health related services. BHS contact information is as follows:

- K-12:
  - Leina'ala Launiu - (808) 982-0203
  - W. Naauao Vivas - (808) 982-0403
  - C. Kahea Kuamo'o - (808) 982-0757
  - Min Park - (808) 982-0747
- Behavioral Health Supervisor
  - Tracey Wise - (808) 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 (808) 982-0211 or (808) 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 bus transportation to and from its campus. All requests for service or change of service are authorized by the KS Transportation Department. Cost for transportation is subject to change. Bus seating capacity is limited, and no route changes, alterations, or courtesy stops are allowed.

The deadline to change your requested bus route or cancel bus service with full refund is June 13, 2024. Bus seat approval letters and bus passes will be included during Packet Pick up. By June 5 & June 6, 2024, bus seat approvals will be posted online at: <http://kshtransportation.weebly.com>.

Please call the KS Transportation Department at (808) 982-0026 or (808) 982-0701 for more information.



BUS SERVICE	FEE*
Morning only	\$50
Afternoon only	\$50
Roundtrip Bus	\$100

\*Cost for transportation is subject to change.

## Canceling Bus Service

If for any reason you decide to withdraw from the program or cancel bus transportation, please notify the Kauluhala Office or the transportation department via email.

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

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

## Bus Pass

Students will be issued Kauluhala Radio-frequency identification (RFID) bus passes for the program. Each student is required to either scan his/her RFID bus pass or show the bus pass to the driver when boarding/exiting the bus. Each bus pass is labeled with the student's name, grade, and bus route. Students must scan their RFID bus pass when entering/exiting their bus. Use of RFID passes from previous programs may result in termination of bus services.

- Bus Passes ARE NOT TRANSFERABLE
- Students giving their passes for others to board will be removed from the bus roster and privileges may be revoked
- Unauthorized use of a bus pass will result in disciplinary action
- Disciplinary action will be the responsibility of the student's administrators

### **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 via email sent to [makuikah@ksbe.edu](mailto:makuikah@ksbe.edu).

Requests made before 10:00 am will be processed the same day. Requests made 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 RIFD 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.

### **K–5 One-to-One Release at Drop-off**

To further ensure the safety of your child, elementary students (K-5) should be physically escorted to and from the bus by a parent, guardian or authorized adult. Bus drivers will not let K-5 students off the bus until an adult is present at the bus door. Middle or High School students/siblings cannot escort an elementary student off the bus.

If an adult is not present:

- **Prince Kūhiō Plaza, Wong Stadium, and Pāhoa:** The students will be returned to the campus Kama'āina Kids after-school program at Hā'aeamahi Dining Hall
- **All other bus routes:** The bus will continue along the route and the 'ohana will be contacted. The adult can either meet the bus at the next bus stop or wait for the bus to reach its final destination

### **Changes in Plans**

If your child normally rides the bus but will be transported home by another means for a special reason, parents will be required to notify their respective Kauluhala unit office. Notification by a student alone is not sufficient. If notice is not received by the parent, the student will be put on their assigned bus.

### **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 other. 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 student 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 shall be responsible for enforcing and reporting any infractions of the Kamehameha's School Bus Passenger Code to school administrators. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

All students and passengers riding school buses (including faculty, staff and guests) shall abide by the school bus passenger code noted below.

**Before boarding the bus, students shall:**

- Use the restroom. The bus will not make restroom stops enroute
- 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
- Balloons are not allowed on the bus

**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. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER
- 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.
- Ride to and from their assigned bus site(s) only

**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 so, 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 advance authorization has been given by school officials

**Bus Seat Belt Procedures:**

- The school requires that all students riding in the school buses to securely fasten three-point seat belts or

lap belts, when available, any time the bus is in motion

- Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion
- Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened
- Students refusing to use seatbelts in a legal and safe manner will be subject to disciplinary actions
- Repeated refusal to wear seatbelts may result in suspended bus riding privileges

### **Notice of Use of Video and Audio Recording Devices on Buses**

For the safety of the passengers and drivers, 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.

### **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
- Special written request will be reviewed on a case-by-case basis by the transportation manager
- The driver may assign students a seat on the bus, if necessary

### **Corrective Action**

KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern(SNC) for students who misbehave to the Transportation Office or Summer Program Administrator. KS may terminate a student's bus service if the student continues to misbehave.

### **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:

- 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.
- Make sure that parent contact information, is always current, especially telephone and cell phone contact number.
- Listen to local radio and news station 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 school after the bus pick up.
- 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 student 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 3:00pm. 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 student to sleep on campus overnight.

## Parent Consequences

The following list of infractions and consequences directly apply to Parents:

- Continuously late/delaying departure
- Blocking/stopping bus from departure
- Dropping off or picking up in an unsafe manner
- Obscene gestures and/or language

Unauthorized entry onto a school bus violation by parents will not be tolerated. However, consequences can easily be avoided by following these practices:

- Be at the bus stop 10-15 minutes before the departure time
- If you are late to the stop, drive your child to the KS Campus
- Do not confront drivers in any way. Any issues should be immediately reported to the Transportation Department directly
- Please drive safely and use caution when dropping off or picking up your child at bus stops

Consequences for these infractions can range from an SNC warning to suspension of bus service for the entire summer program. Please note that Transportation does not administer or determine consequences regarding parent issues. Transportation's role is to report activity/issues to the unit offices of the parent's student bus rider involved for disposition.

Additional information concerning bus transportation may be found at <http://kshtransportation.weebly.com>

## Student Drivers

All drivers are expected to obey all rules, speed limits, traffic signages and markings while driving 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 tags or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

If any student is suspected of being under the influence of any impairing substances, they will not be permitted to operate a vehicle. They will be detained on campus until a parent or other designated adult would be able to provide them with safe transportation to depart campus.

## Parking Application

Each summer, student drivers must complete a Student Parking Application available at the high school office. Upon request, all current KS Kula Ki'eki'e students holding a 4<sup>th</sup> quarter parking tag from the current school year, will have their parking privileges extended. 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.

**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. daily. 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.

**Transportation To and From Huaka'i**

Kamehameha provides bus transportation to and from huaka'i for its students, staff, and chaperones. Transportation for huaka'i is arranged solely by Kauluhala, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. While being transported to and from all huaka'i, students are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of this Student & Parent Handbook.

**Permission for Alternative Transportation and to Leave the Group**

As a general rule, students are required to ride in KS approved vehicles and travel as a class with their teachers and classmates. Students are not permitted to leave the group or travel separately to and from huaka'i locations, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Kauluhala administrator's approval before the huaka'i by completing a request, using the KS Permission for Alternative Transportation or Permission to Leave the Group forms, and submitting it to the summer unit office. Forms are available upon request at each Kauluhala unit office. Permission for alternative transportation is NOT routinely granted unless there is an emergency, or an unusual circumstance exists. Permission to leave the group is granted by the respective program administrator on a case-by-case basis.





# Notes

# Hawai'i Campus Map

16-716 Volcano Road  
Kea'au, Hawai'i 96749  
Ph: (808) 982-0000 | Web: ksbc.edu/hawaii

# Kamehameha Schools®



- |   |                                      |
|---|--------------------------------------|
| 1. Kamāka'imoku                         | 19. Ke Ali'i Bernice Pauahi Bishop   |
| 2. Ke'eaumoku Nui                       | 20. Keoua                            |
| 3. Hale Mīkini                          | 21. Konia and Pāki                   |
| 4. Hale Ho'omalū                        | 22. Hale Kākūlu                      |
| 5. Kekūānā'o'a                          | 23. Hale Mālama Kahua                |
| 6. Kīna'u                               | 23A. Hale Kahua Oia                  |
| 8. Hā'aeamahi                           | 25. Kamehameha Pa'iea                |
| 9. Keaka                                | 26. Nae'ole                          |
| 10. Pauahi Lani Nui                     | 27. Ka'ōleiokū                       |
| 11. Kekelakekeuokalani                  | 28. Kamaka'eha                       |
| 13. La'amea                             | 29. William Charles Lunaliilo Center |
| 14. Charles Reed Bishop Learning Center |                                      |
| 16. Koat'a                              |                                      |
| 17. Keku'iapo'iwa                       |                                      |
| 18. Keawe                               |                                      |



- Elementary School Buildings
- Middle School Buildings
- Multi-School Buildings
- High School Buildings
- Athletics
- Operations / Integrated Facilities
- Street Roads
- Campus Walkways
- Campus Traffic Only

- 1**

**Kamāka'imoku**  
Grade 6-8 Specialty Classroom  
*Paternal Grandmother of Kamehameha*

**11**

**Kekelakekeuokalani**  
Grades 6-8 Classroom Building  
*Maternal Grandmother of Kamehameha*

**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.*
- 2**

**Ke'eaumoku Nui**  
Grades 6-8 Specialty Classroom Building  
*Paternal Grandfather of Kamehameha*

**13**

**La'amea**  
Grades 6-8 Gymnasium  
*Teacher of Kekūhaupio, who trained Kamehameha*

**23**

**Hale Mālama Kahua**  
Grounds Facility  
*Translates to "Ground Caring Facility"*
- 3**

**Hale Mīkini**  
Mechanical Building  
*Translates to "Machine House"*

**14**

**Charles Reed Bishop Learning Center**  
K-8 Library / Learning Center  
*Husband of Bernice Pauahi Bishop*

**23A**

**Hale Kahua Ola**  
Operations Physical Plant Building  
*Translates to "House of the Living Foundation"*
- 4**

**Hale Ho'omalū**  
Security Guard Shack  
*Ho'omalū is to bring under the care or protection of*

**16**

**Koali'a**  
High School PE Locker / Gymnasium  
*Senior Instructor of Kekūhaupio in Warfare*

**25**

**Kamehameha Pal'ea**  
Football / Track / Soccer Complex  
*Childhood Name of Kamehameha*
- 5**

**Kekūanao'a**  
K-2 Classroom Building  
*Hānai Father of Bernice Pauahi Bishop*

**17**

**Keku'iapoiva**  
High School Library / Media Center  
*Mother of Kamehameha*

**26**

**Nae'ole**  
Swimming Pool Facility  
*Guardian to Kamehameha*
- 6**

**Kīna'u**  
Grade 3-5 Classroom / Specialty Building  
*Eldes daughter of Kamehameha I and hānai mother of Bernice Pauahi Bishop*

**18**

**Keawe**  
High School Dining Facility  
*Grandfather of Kamehameha*

**27**

**Ka'ōleiokū**  
High School Art / Vocational Tech. / Specialty Building  
*Grandfather of Bernice Pauahi Bishop*
- 8**

**Hā'aeamahi**  
Dining Hall and K-8 Music Center  
*Maternal grandfather of Kamehameha I*

**19**

**Ke Ali'i Bernice Pauahi Bishop**  
Administration Building  
*Founder and Benefactress of Kamehameha Schools*

**28**

**Kamaka'eha**  
High School Music Building  
*Another Name for Lili'uokalani, Hānai sister of Bernice Pauahi Bishop*
- 9**

**Keaka**  
K-5 Covered Playground  
*Trusted Guardian of young Kamehameha*

**20**

**Keoua**  
High School Science Classroom  
*Father of Kamehameha*

**29**

**William Charles Lunailo 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.*
- 10**

**Pauahi Lani Nui**  
K-5 Administration Building  
*Honorary Title of Bernice Pauahi Bishop*

**21**

**Konia**  
High School Classroom  
*Mother of Bernice Pauahi Bishop*  
**Pāki**  
High School Classroom  
*Father of Bernice Pauahi Bishop*

**Kamehameha Schools Hawai'i Administration**

M. Kāhealani Nae'ole-Wong, Po'o Kula  
Scott DeSa, Hope Po'o Kula

Lisanne Kekuewa, Po'o, Enrollment Experience and Summer Programs  
Alan Kinoshita, Po'o Kumu, Kauluhala Summer Academy Grades K-8  
Keali'i Akina, Po'o Kumu, Kauluhala Summer Academy Grades 9-12

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**Crystal Kaulani Rose, Vice Chair**  
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Kā'eo Duarte, Ph.D., VP of 'Āina Pauahi  
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