



KAMEHAMEHA SCHOOLS®
HAWAII

KULA WAENA
2023-2024
Student & Parent Handbook

Revised 11-22-2023

STATEMENT ON THE HANDBOOK

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

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

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/back_to_school/our_approach_to_health_and_safety/

Legacy of Ke Ali'i Pauahi



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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

Table of Contents

Statement on the Handbook	2
Legacy of Ke Ali'i Pauahi	3
Table of Contents	4
About Kamehameha Schools	
Ka Mana'o o Ke Po'okula	9
Ka Mana'o o Ke Po'okumu	10
Campus Contact Information	11
Mission, Vision, Values	12
Philosophy of Education	13
Supporting Your Child's Education	
Your Role as a Parent	16
Infinite Campus	17
Back-to-School Night	17
School Support Opportunities	17
Resource Centers	19
School-Wide Behavioral Expectations	21
Vision of the Po'o Kula	23
E Ola! Learner Outcomes	23
Our Academic Program	
Courses	25
Class Schedules	25
Kukulu	26
Study Help	26
Field Trips (Huaka'i)	26
Special Events	26
Students with Disabilities	26
Homework Policy	27
Grades	27
Other Reports of Student Progress	28
Grade Promotion	28
Academic Probation	29

Multi-Tiered System of Supports (MTSS), Our Learning Intervention Process Questions & Concerns	29 30 30
Day-To-Day Student Life	
School Hours & Attendance	31
Identification Cards	31
Student Dress Code & Appearance	31
Purchasing Uniforms	31
Student Dress Code Guidelines	32
Special Events Attire	33
Physical Education & Athletic Attire	33
Kapu Items	34
Cell Phones	34
Lost & Found Items	34
Hā'aeamahi Dining Hall	34
Lunch Period	35
After School Supervision	36
Absences, Leaves & Tardiness	
Attendance Philosophy	37
Absences Due to Illness or Injury	37
Absences Eligible to be Excused	38
Excused Absence Examples	39
Leaves of Absence	39
Tardiness	40
Excessive Absence or Tardiness	40
Attendance Probation	41
Make-Up Work	41
Student Activities	
Student Government	42
ASKMS Activities	42
Fundraising for Student Activities	42
Student Activity Ineligibility	43
A Commitment to Appropriate Conduct	

Citizenship Behavior	46
Level 1	46
Level 2	47
Level 3	47
Level 4	48
Level 5	49
Safety & Security	
Security at the Main Gate	52
Policy on Appropriate Interaction with Students	52
Policy prohibiting Discrimination, Harassments, Intimidation or Bullying	52
Policy Prohibiting Sexual Misconduct	53
How to Report Suspicious Activity	53
Corrective Action	54
Off-Limit Areas on Campus	54
Visitors & Volunteers	55
Securing Valuables	56
Right to Search	56
Reporting Child Abuse &/or Neglect	56
Changes in Your Child's Custodial Status	56
Island-Wide Emergencies	57
Student Health	
Health Services	59
Health Records	62
Student Accident Insurance	62
Services & Resources	
Counseling	63
The Charles Reed Bishop Learning Center	63
School Store	64
Student Lockers	64
Recreational Facilities	65
Bus Transportation	
Application & Fees	66

Bus Pass	66
Changes in Bus Service	67
Bus Passenger Code	67
Parent Consequences	70
Business Matters	
Tuition & Fees	71
Payment of Bills	71
Prorated Payment of Fees if Student is Released	71
School Charges	71
Financial Aid	71
Student Records & Information	72
Technology Acceptable Use	
Electronic Communication with Students, Parents and Guardians	74
Use of KS Mobile Devices & the KS System	74
Guidelines for the Proper Use of KS Mobile Devices	75
Guidelines for the Proper Use of the KS System	76
Be Civil and Courteous When Communicating via the KS System	77
Use the KS System in a Manner that Does Not Harm the KS Network	78
Obey Copyright & Trademark Laws	78
Disclaimer of Content Transmitted over the KS Network	78
No Warranty of Service or Accuracy/Integrity of Content of the KS System	78
Student Athletics	
Contact Information	80
A Message from the Athletic Director	81
A Message from the Po’o Kula	82
League and Association Affiliations	83
Mission Statement, Statement of Philosophy, Goals and Objectives	84
Supporting KS Athletics	85
Student Athlete Code of Conduct	86

Our Athletic Program	90
Awards and Recognition	94
Day to Day Student Athlete Life	95
Absences, Leaves and Tardiness	96
Admission to Games	97
Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo	98
Safety and Security	98
Athletic Health Services	101
Return to Play Guidelines	102
Services and Resources	107
Transportation and Team Travel	111
School Songs	
Sons of Hawaii (alma mater)	113
I Mua Kamehameha	113
Middle School Information	
Campus Map	114
Leadership Lineup	

KA MANA'O O KE PO'OKULA

(Head of School Message SY 2023-2024)

Welina mai ke aloha e Nā 'Ohana o Kamehameha Hawai'i,

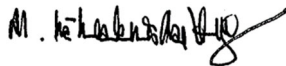
Whether your 'ohana is new to Kamehameha Hawai'i or returning for your second to thirteenth year, we mahalo you for choosing our kula for this next step on your keiki's educational journey. It is an honor to partner with you in discovering and developing your keiki's skills and ambitions through our 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), will be helpful in answering most of your questions. We will continue to communicate throughout the year to keep your family informed with email bulletins and other important announcements. Should you require any additional assistance, please reach out, your questions and feedback are always valued.

I mua kākou!

Me ke aloha nu'ukia ē,



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



KA MANA'O O KE PO'OKUMU

(Principal's Message SY 2023-2024)

Aloha mai kākou e nā 'ohana kula waena!

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

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

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

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

Me ke aloha pumehana,



Heather Tehani Corcoran, Ph.D.

Po'okumu, Kula Waena

Kamehameha Schools Hawai'i



CAMPUS CONTACT INFORMATION

Kamehameha Schools Hawai'i
Kula Waena
16-712 Volcano Road
Keaau, Hawai'i 96749
Telephone: 982-0400 Fax: 982-0410
Office hours: 7:15 am to 3:30 pm, M-F

Principal, Dr. Heather Tehani Corcoran	982-0407	hecorcor@ksbe.edu
Vice Principal, Lorelei Pua Kalaniopio	982-0435	lokalani@ksbe.edu
Lead Architect of Learning Impact, Kyle Kaaa	982-0431	kykaaa@ksbe.edu
Student Activities Coordinator, Layne Arakaki	982-0468	laarakak@ksbe.edu
Middle School Office		
Messages & General Information	982-0400	
Attendance line (24 hr.)	982-0420	
Middle School Counselors		
• 6 th Grade, Robbie Ann Shimose	982-0503	roshimos@ksbe.edu
• 7 th Grade, Kealohamakua Wengler	982-0453	kewengle@ksbe.edu
• 8 th Grade, Earl Kalwai'a, Jr	982-0446	eakalawa@ksbe.edu

Other important phone numbers:

Admissions/Financial Aid	982-0100
Athletics	982-0653
Charles Reed Bishop Learning Center	982-0484
Health Room	982-0411, 982-0211
Kahu Kensy Apaka	982-0017
Nae'ole Pool	982-0657
PTO School Store	982-0678
Security ~ Main Gate	982-0149
Transportation	982-0026, 982-0701

For more information on Kamehameha Schools (KS) campuses and programs, visit the KS website at www.ksbe.edu or call our toll-free phone number: 1-800-842-IMUA

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

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

VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by 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 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 to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student, School Counselor or Division Administrator.

SUPPORTING YOUR CHILD'S EDUCATION

Your Role as a Parent

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

Maintaining positive relationships with school staff

Open, genuine, and respectful communication is the foundation of a healthy relationship between the School and our community of Parents, guardians and 'ohana. We highly encourage this type of productive communication and engagement as a way to build and grow our School's sense of community. Further 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 Parents, guardians and '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. The School otherwise has the discretion to take appropriate action.

To help this happen, we hold you to the following expectations:

Enforce school rules

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

Support regular attendance

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

Take an active interest in your child's learning

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

Monitor your child's progress

Review informal notes, KS Connect postings, Canvas course information, interim reports and report cards. Discuss them with your child. If you have any questions, contact a school counselor or administrator.

Communicate

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

Keep informed

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

Support school activities

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

Note: The school provides adult supervision for children for 30 minutes after the end of school activities held on campus. Please ensure that your child is safely transported off campus within this period.

Infinite Campus

Infinite Campus is a web-based system that allows students, parents & teachers to share information including:

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

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

Back-to-School Night

This evening event gives parents/guardians the opportunity to meet the middle school faculty and staff and gain a brief but meaningful experience in the middle school.

School Support Opportunities

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

Parent/Teacher 'Ohana

The Parent/Teacher 'Ohana (PTO) helps support the mission of the school and promote communication and fellowship between KS and parents. It is composed of volunteer parents/legal guardians, teachers and administrators.

The group's board of directors establishes policies, oversees chartered committees and determines programs to sponsor. PTO members help the school in many ways including: serving as chaperones for school outings, acting as liaisons for grade-level activities, operating the school store, coordinating a uniform exchange, and providing enrichment grants and a scholarship fund. The group's annual fundraising event, the Ho'olaule'a, is supported by parents, teachers, staff, and students.

The PTO welcomes your support throughout the school year. Come and make a difference for our children and their school. For more information you can visit the PTO website at <http://kshpto.org/>

If you have questions relating to Hawai'i campus alumni events or activities, visit <http://www.pauahi.org/ksalumni> or contact Dancine Takahashi, Associate Director of Alumni Relations, Pauahi Foundation at 808-534-8283 or via e-mail at Dancine@Pauahi.org or datakaha@ksbe.edu.

Kamehameha Schools Resource Centers

[Kamehameha Schools Resource Centers \(KSRC\)](#)

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

KS Resource Center – East Hawai'i

Caroline Ross, Manager
Ranell Sioloa, Coordinator
Keahi Takane, Coordinator
16-545 Old Volcano Road
Kea`au, HI 96749
Phone: (808) 982-0851; Fax: (808) 961-6134
Email: ksrc@ksbe.edu

KS Resource Center – West Hawai'i

Caroline Ross, Manager
Eloise Haake, Coordinator
Haunu`u Ho`opai, Coordinator
Keauhou Shopping Center, Phase II
78-6831 Ali'i Drive, Suite 429
Kailua-Kona, HI 96740
Phone: (808) 322-5400; Fax: 808') 322-5437
Email: ksrc@ksbe.edu

KS Resource Center – Maui

Brandi Ferguson, Manager
175 N. Market Street
Wailuku, HI 96793
Phone: (808) 242-1891; Fax: (808) 242-0824
Email: ksrc@ksbe.edu

KS Resource Center – Moloka'i

Frances "Maka" Cobb-Adams, Manager
Kulana 'Ōiwi Complex
612 Maunaloa Highway, Building B
Kalama`ula, HI 96748
Mailing address:
P.O. Box 1047
Kaunakakai, HI 96748
Phone: (808) 553-3673; Fax: (808) 553-9801
Email: ksrc@ksbe.edu

KS Resource Centers –O‘ahu

Jason Doi, Manager
567 South King Street, Suite 102
Honolulu, HI 96813
Phone: (808) 534-8080
Email: ksrc@ksbe.edu

Mā‘ili Resource Center

Kini Pihana, Coordinator
Community Learning Center at Mā‘ili
87-790 Kulauku Street
Wai‘anae, HI 96792
Phone: (808) 843-9650
Email: ksrc@ksbe.edu

Ko‘olau Resource Center

Day Mau, Coordinator
Windward Mall – 2nd Level (Macy’s Wing)
46-056 Kamehameha Highway, #285
Phone: (808) 534-8780
Email: rckoolau@ksbe.edu

KS Resource Center – Kaua‘i

Bricen Moritsugu, Manager
Tylenn Morita, Administrative Coordinator
Kamehameha Schools Community Hale
3201 Akahi Street
Līhu‘e, HI 96766
Phone: (808) 245-8070; Fax: (808) 246-4617
Email: ksrckauai@ksbe.edu

STUDENT EXPECTATIONS

Home Ho'ona'auao

“Kū Kilakila 'o Kamehameha”

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

KAMEHAMEHA SCHOOLS HAWAII

Vision of the Po`o Kula

(Ilanuali 3, 2013)

Kamehameha Schools Hawai`i is a dynamic and nurturing, K-12 educational environment where haumāna learn Hawaiian worldviews, various global perspectives and 21st century skills which prepare them to thrive, lead successful and fulfilling lives, and engage and compete in ways that contribute to and enrich humankind.

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 21st century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse

E Ola!
Learner Outcomes

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

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

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

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

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

Kūpono
Honorable character founded on Hawaiian and Christian values

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

Mālama and Kuleana
Social agency, community consciousness

Alaka’i Lawelawe
Servant leadership

Kūlia
Excellence

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

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

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

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

individuals with unique talents nurtured by common features and expectations of the KS educational experience:

Kamehameha's educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

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.

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

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

Redefine Systems and Learning Environments: Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.

OUR EDUCATIONAL PROGRAM

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

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

Courses

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

6 th	7 th	8 th
English Language Arts	English Language Arts	English Language Arts
Hawaiian Language	Hawaiian Language	Hawaiian Language
Mathematics	Mathematics	Mathematics
Physical Education / Health	Physical Education / Health	Physical Education / Health
Science	Science	Science
Social Studies	Social Studies	Social Studies
Elective Wheel: 1 quarter each	Elective: (Choice of 1)	Elective: (Choice of 1)
○ Art	○ Art	○ Art
○ Band	○ Band	○ Band
○ Hawaiian Ensemble	○ Hawaiian Ensemble	○ Hawaiian Ensemble
○ Musical Theatre	○ Innovative Technology	○ Innovative Technology & Media Communications
	○ Kāko’o Māla	○ Kāko’o Māla
	○ Musical Theatre	○ Musical Theatre
	○ Vocational Technology Technician	○ Vocational Technology Technician

Class Schedules

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

Kūkulu

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

Study Help

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

Field Trips (Huaka'i)

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

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

Special Events

Bernice Pauahi Bishop Founder's Day is observed on or near December 19, to celebrate the birthday of Princess Bernice Pauahi Bishop, founder of Kamehameha Schools. This celebration takes place on campus and involves the entire student body.

Charles Reed Bishop Founder's Day is celebrated on or near January 25. Mr. Bishop is the founder of the Kamehameha Schools Preparatory Division. A student-led memorial service is held to celebrate the life of Charles Reed Bishop.

Students with Disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity.

Homework Policy

The purpose of homework is to help students establish a sense of responsibility, become more independent learners, reinforce skills, and complete daily assignments. In order to achieve these purposes, a cooperative effort between school and home is encouraged. **No homework will be assigned over the vacation periods of Fall Break, Thanksgiving, Christmas or Spring Break.**

For best results, parents should provide:

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

Grades

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

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

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

- Formative assignments assess practice work, such as homework or class work, and are used to monitor learning and inform instruction. Teachers use formative assessments to determine if students are “getting” what’s being taught or if something needs re-teaching.
- Formative assignments are worth 20% of a student’s final grade for a quarter.
- Summative assignments assess projects, tests, or performances that are used to determine student learning. Teachers use summative assessments at the end of a topic of instruction or quarter.
- Summative assignments are worth 80% of a student’s final grade for a quarter.
- Assignments given during an absence are due no later than 5 school days after returning for full possible points. The assignment is considered missing (mi.) after 5 school days.
- Any missing assignment must be turned in within 5 days of the due date. If not turned in by this deadline, the student will receive a “0” for the assignment.
- Late assignments will not receive full credit.
- The lowest possible score a child can receive on a completed assignment is 50%.

- Incomplete assignments are unacceptable and will receive a “0” if the assignment is not completed within 5 days of the due date.

Grade point average

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

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

Incomplete grades

An “incomplete” or “I” will be given to students who have not completed their assignments in a subject area due to extenuating circumstances. Any further extension of time must be determined by the school administration. *No incomplete grades are given for the final grading period of the year.*

Other Reports of Student Progress

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

- **Notices of merit** – Recognizing special achievements in academic, performance and citizenship endeavors.
- **Notices of concern** – Submitted by teachers to the principal or counselors and parents concerning poor grades, failure to complete assignments, low test scores, or classroom behaviors that interfere with learning.
- **Mid-Term Progress Report** – Submitted when a student is performing below a “C” average at the midpoint in the quarter.
- **Phone calls and e-mails** concerning student progress may also be initiated by teachers and school personnel.
- **Infinite Campus** – Parents and students may access Infinite Campus online to monitor their progress. Grades are updated as assignments are graded.

Grade Promotion

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

Academic Probation

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

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

Multi-Tiered System of Supports (MTSS), Our Learning Intervention Process

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

Kamehameha Schools has developed a progressive Multi-Tiered System of Supports (MTSS) to provide parents with a general framework for our process to provide supports to students to help them be successful. The process moves from the simplest teacher-student interventions to more complex supports coordinated through a Student Success Team (SST), which is a multi-disciplinary team, led by a school administrator.

Tier 1: Core Supports provided to ALL students

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

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

Tier 2: KS supports provided to SOME students

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

Parents are kept closely involved.

Tier 3: Community Supports provided to FEW students

As part of a Student Success Plan, the SST, in partnership with 'ohana, recommends and helps to coordinate supports in the community beyond what KS can provide.

If the student's needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School's Administrator to the Head of School for

disenrollment

Questions & Concerns

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

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

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

DAY-TO-DAY STUDENT LIFE

School Hours & Attendance

The school day begins at 7:40 am and ends at 2:30 pm. Supervision is NOT provided prior to 7:00 am. Parents who have employment start times that require drop off prior to 7:00 am should sign-up for bus transportation or arrange for another family member or family friend to transport their child to school. It is recommended that students arrive between 7:00 and 7:15 am so that they will have ample time to eat breakfast and prepare for the school day. Regular attendance is one of the most important factors of academic success for children. Please ensure that your child is at school on time every day.

If he or she is not part of the KS bus transportation program, please make arrangements to pick your child up no later than 30 minutes after the end of the school day. After school supervision is not provided.

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.

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

Student Dress Code & Appearance

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

Please monitor your child's attire on a daily basis. Students who are inappropriately dressed or groomed may receive detention. Continued non-compliance is considered insubordinate behavior. The principal makes the final decisions on dress and appearance matters.

Purchasing Uniforms

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

Uniforms that have been previously purchased from Mills, Kamehameha's former uniform supplier are considered acceptable uniform attire as specified in the dress and appearance guidelines that appear in this handbook.

Student Dress Code Guidelines

Attire:

Daily uniform attire may be comprised of the following items:

- KS collared polo shirt – light blue, royal blue or white
- Navy blue twill, pleated pant or pleated walking shorts
- Appropriate athletic shoes
- Appropriate solid colored socks
- (Optional) Appropriate solid colored belt
- (Optional for wahine) Navy blue pleated skirt

Appearance:

- Hair should be clean and neatly groomed
- Unconventional haircuts and unusual/unnatural hair coloring are not allowed
- Faces should be clean-shaven. Sideburns no longer than bottom of the earlobe
- Natural Make-up

Outerwear and Accessories:

- Approved outerwear shall include windbreaker jackets, cardigan sweaters, pullover sweatshirts in white, navy blue, royal blue, black or gray
- Outerwear shall be without logo or advertisement except for approved Kamehameha Schools designed outerwear
- Jewelry should be minimal and distraction free (does not make noise, excessive in size, etc.) One pair of stud earrings on the earlobe
- Sunglasses, hats, caps, beanies should be worn outdoors and not with uniform

Special events attire

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

- White KS uniform polo shirt
- Long navy blue uniform pant
- (Optional for wahine) Navy blue pleated skirt
- Black, white, dark gray, or navy blue athletic shoes, socks, and belt
- Solid black, white, or navy blue socks
- NO outerwear, jewelry, wristwatches, or hair decorations

Casual attire

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

Students: IF IN DOUBT, DO NOT WEAR IT.

Physical Education & Athletic Attire

All students are required to wear uniforms during physical education classes. P.E. regulation shirts and shorts must be purchased at the Kamehameha Schools PTO school store. It is recommended that the uniform be purchased before school begins.

The following items are needed:

- At least 3 regulation P.E. shirts
- ✧ At least 3 pairs of regulation P.E. shorts
- ✧ 1 pair of running or cross training shoes in acceptable colors. 1 set of KS uniform swimwear or something commensurate
 - Girls – modest black one-piece swimsuit
 - Boys – black swim trunks
- ✧ Required: 1 pair of swim goggles
1 bike helmet

The P.E. uniform, including shoes and socks, are to be worn at all physical education classes. Please label uniforms with permanent ink. Students must take their uniforms home for laundering at least once a week.

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

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. Doing so may subject the student to disciplinary action:

- Knives, firearms (toys or real) or other objects that may cause injury.
- Flammable materials such as lighters, matches, fireworks, poppers.
- Mopeds, bicycles, skateboards, scooters, Heelys, Razors, or skates.
- Toys, hand-held video games, or play equipment (unless prior approval is obtained).
- Electronic media devices including: iPods, radios, DVD and CD players, or cameras (unless prior approval is obtained).

- Unnecessary sums of money.
- Gum & candy.

Cell Phones

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

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

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

Lost & Found Items

Lost and found cart is in the MS Office. We advise families to label their items as this helps expedite returning the right item to the right person. At the end of each quarter all unclaimed items will be donated to the Salvation Army. KS logo items will be donated to the PTO school store.

Hā'aeamahi Dining Hall

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

Kamehameha Middle School also offers a breakfast program from 7:00 am to 7:30 am in Hā'aeamahi Dining Hall. We offer fruit juice or milk, a variety of cold/hot cereals and other breakfast items, including fresh fruit. A snack is offered during morning recess.

Lunch Period

The lunch period should be a pleasant break in the middle of the day. It is part of the learning experience and all diners are expected to be friendly and polite to each other. All students are required to eat lunch, and no student may be absent from lunch without permission. Outside food or drinks are not permitted into the dining room during lunch. Do not take food out of the dining

room unless given permission by the office or dining room supervisor. All exceptions are to be cleared with the principal.

Special diets

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

Going through the lunch line

- ✧ Use the designated entrance and exit doors.
- ✧ Cutting in line is not permitted.
- ✧ Serve yourself and minimize conversation.
- ✧ Take what you are certain you can eat to avoid waste. You can usually go back for more if you are still hungry.

Dining etiquette

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

Clean up kuleana

- ✧ When everyone has finished eating, cleanup is the responsibility of all students (on a rotating basis). Additional cleaning responsibilities will be assigned to students on detention.
- ✧ Students on clean up kuleana are not to leave the dining hall until excused by the lunch supervisor.
- ✧ ***Students who fail to adhere to lunchroom procedures and etiquette requirements may be subject to disciplinary consequences.***

Dismissal

The dining room supervisor will dismiss the lunchroom.

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

After School Supervision

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

Parents have the option to register for an after-school program run by Kama'āina Kids at Hā'aeamahi Dining Hall or Keaka Playcourt. This can be used on a monthly or day-by-day basis as needed. Parents will need to park and go to either Hā'aeamahi Dining Hall or Keaka Playcourt to sign out their child and will need to pay any fees directly to Kama'āina Kids upon pick-up. If you have any questions, please contact Kama'āina Kids at 1-808-345-3659.

Intercampus movement for after school activities

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

Employee's Child

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

Meet KS Sibling at Elementary only

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

Attend KS Program

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

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

ABSENCES, LEAVES, and TARDINESS

Attendance Philosophy

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

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

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

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

Absences Due to Illness or Injury

Phone call

Please call the middle school office attendance line at 982-0420 before 9:00 am on the day of the absence and for each additional day your child is absent. Be prepared to give your child’s name, grade, and reason for absence. Please let the office staff know if you anticipate an extended absence.

Returning to school

On return, your child shall deliver to the school office a signed note from a parent stating the reason for the absence. All students returning to school after an absence for illness, injury or other medically related condition must readmit through the student’s health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for more than four 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 health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.

Off-campus pass

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

Communicable diseases

If your child contracts a communicable disease (e.g., chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to your child's health room, before your child may return to school.

Medical appointments

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

Family vacations

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

Absences Eligible to be Excused

Students in good standing (not experiencing academic or attendance concerns) may be eligible for up to three (3) excused days per year for participation in non-school related activities (e.g., extracurricular trip, college visit, participation in organized sports, performances, funeral of a close relative, etc.). Requests for excused absence days should be made for special situations only and shall not be used to extend regular student vacation periods. These days may not be transferred to the following school year.

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

- Student shall be in good academic standing (Students having academic difficulty and those on academic probation are not eligible);
- Student shall not be on attendance, academic or conduct probation and have no unexcused absences for the previous and current semesters;
- Leave Eligibility Form
(found at our MS website https://www.ksbe.edu/education/hawaii/middle_school/)
must be completed and turned into the office at least ten (10) school days prior to absence;

- All faculty members who work with the student must acknowledge the Absence Request form;
- Final approval will be granted by the principal.

Student and parent(s) are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete makeup work.

If an approved trip extends beyond three (3) days, or if the student does not get approval for the trip, days absent will be considered unexcused (and subsequent consequences will be enforced) and any requests for the following year will not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

Excused Absence Examples

Excused absences
<ul style="list-style-type: none"> • Illness or injury • Emergency medical appointment • Death or life-threatening situation involving close family member • Specific event as authorized by the principal • Educational testing recommended by counselor / teacher • Unique family circumstances warranting absence and coordinated with school administration

Leaves of Absence

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

Educational & personal leaves

Examples of such leave include those to address:

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

Student exchange & enrichment leaves

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

Returning to school

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

Tardiness

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:40 am. Students who arrive after 7:40 am must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

Excessive Absence or Tardiness

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

Excessive Absences

- At 5 excused or unexcused absences in a quarter
 - The student may receive an attendance letter.
- At 10 excused or unexcused absences
 - The student may be placed on attendance probation and student/parents may be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student's regular attendance.
- At 21 excused or unexcused absences in a year
 - The principal may contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools.

Excessive Tardies

- After 5 unexcused tardies in a quarter
 - The student may receive an attendance letter.
- At 10 unexcused tardies
 - The student may receive disciplinary consequences and be placed on attendance probation. As part of attendance probation, student/parents will be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student's regular on-time arrival to school and to each individual class.
- At 21 excused or unexcused tardies in a year

- The principal may contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools.

Attendance Probation

- When a student is placed on attendance probation, the following criteria will be applied:
 - The student will receive Level 4 disciplinary action;
 - Individual attendance/tardy contracts will be formulated and the school administrator will determine the length of the student's attendance probation period;
- All student absences during the probationary period require a medical note that states:
 - Nature of the illness
 - Treatment
 - Directions for follow-up
 - Directions for activities (i.e. physical education participation);

A school administrator will review a student's attendance record at the end of the year, and further actions, if any, will be discussed with parents. Students who make improvements may be removed from probationary status.

Make-Up Work

Absence

- All assignments are generally posted to a kumu's Canvas page, which can be accessed even when a student is absent. It is a student's responsibility to arrange make-up of missed assignments that may need to be completed in school. Other ways to request assignments include: e-mailing or calling the teacher directly, or calling a classmate.
- Kumu are available during daily office hours to provide additional support, prior to a known absence, during the absence (appointments via phone or Zoom can be arranged), or after a return from absence.

STUDENT ACTIVITIES

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

Student Government

Students can hone their leadership skills by serving as a student government representative. Each Kamehameha student is represented in student government, called the Associated Students of Kamehameha Middle School (ASKMS).

Each KS middle school student pays dues of \$10.00 per year as part of tuition and fees. These dues are deposited in the ASKMS treasury account and are used for student-related activities such as dances and assemblies. The Student Council of ASKMS is responsible for appropriating these funds.

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics.
- Have a cumulative GPA of at least 2.0.
- Have clearance from the school's student activities coordinator.
- Applications for student offices are available from the student activities coordinator.

ASKMS Activities

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

Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact our student activities coordinator at 982-0468. **Fundraising for personal purposes not connected with a Kamehameha club or athletic team organization is not permitted on campus.**

Student Activity Ineligibility

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

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

Following are the guidelines for student activity ineligibility:

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

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

Ineligibility due to *academic* probation

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

- Ineligibility based on grades during the 1st, 2nd and 3rd quarters
- The ineligibility period starts the school day after grades are posted through a minimum two-week period. Beginning with the third week after grades are posted, students may be active again with written clearance from the grade level counselor. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competitions.
- Ineligibility based on grades from 4th quarter
Students with poor grades during the fourth quarter will be ineligible for at least the first two weeks of the following school year. Beginning with the third week of the term, the student may become active with written clearance from the grade-level counselor. This guideline also applies to new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competitions.
- Students with two or more grade F’s
These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again with written clearance from the grade level counselor.
- Students with low GPAs

Athletes with a GPA below 2.0 will be ineligible to compete in tournaments.

Written clearance from your child's grade level counselor allows students with satisfactory academic progress to resume participation in athletic and other activities. It DOES NOT remove the student from academic probation.

Kamehameha administration reserves the right to place a student on academic probation or athletic ineligibility at any time if there is a decline in the student's academic performance. For example, if after the fourth week of school a student is earning grades of two or more D's or one or more F's he or she may be deemed ineligible. A student may be cleared of ineligibility by achieving a satisfactory student progress report.

If you have any questions or concerns about activity eligibility, call your child's grade level counselor.

A COMMITMENT TO APPROPRIATE CONDUCT

Mōhala i ka wai ka maka o nā pua.

Unfolded by the water are the faces of the flowers

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

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

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

We believe in...

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

Ka Loina Lawena Pono

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

A Commitment to Appropriate Conduct

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

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, the Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment

to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

Citizenship Behavior

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

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

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

LEVEL 1

Discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 2

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

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 3

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

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 4

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

Infractions – Examples include, but are not limited to:

- Chronic absences
- Extortion
- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft

- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers.
- Serious sexual misconduct
- Tampering with, damaging or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

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

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

Level 5

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

Infractions – Examples include, but are not limited to:

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

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

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

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

Pu'uhonua

Students who admit to a Principal, Vice Principal, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be

given an opportunity to remain at KS without being released. This offer of will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

Out-of school and off-campus behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Appealing a disciplinary decision

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

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

- The presentation of new information regarding the situation that was not available during the original investigation
- A potential lapse or error in applying the school's procedures applicable to the situation based upon the school's discipline process
- Once the written appeal has been received, the Head of School will review the information gathered by the principal (or designee). If the Head of School determines that there are sufficient grounds for the appeal, a time will be scheduled for the Head of School to meet with parent/guardian(s) and the student, and if deemed necessary by the Head of School, with the principal. If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.

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

SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 982-0149.

Security at the Main Gate

Campus access is strictly controlled at the main gate between the hours of 8:00 am – 2:00 pm and 10:00 pm – 5:00 am on school days. All visitors, including parents, must call the middle school office prior to arriving on campus for clearance. All visitors must further check-in at the Middle School Office. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly. The main gate is equipped with video monitoring equipment. All entry and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

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 incident should be reported immediately to permit KS to 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

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

Students are also encouraged, but not required, to make a report online with KS' Hi'ikua Student Helpline. While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities

Corrective Action

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

Off-Limit Areas on Campus

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

- Areas where construction or renovation is in progress.
- Parking lots.
- Forest areas.
- Physical Plant area.
- Elementary or high school campus during normal school hours. Access is

- allowed after school hours with approval.
- Athletic facilities, unless being used for school functions.
- Classroom lanai areas & restrooms during class, except with permission.
- Any other areas identified and communicated by faculty and/or staff.

Visitors & Volunteers

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

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

Before working directly with the students, volunteers may be required to complete the following:

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

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

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

In all cases, KS reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the

administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Securing Valuables

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

Right to Search

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

Reporting Child Abuse &/or Neglect

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

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

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

Changes in Your Child's Custodial Status

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

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

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

Island-Wide Emergencies

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

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

KS 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 620 AM, KPUA 670 AM and KWXX 94.7 FM.

Telephone calls: In the event of an emergency we request parents stand by for automated messaging from our school messenger system. You may try to call in but there is a possibility phone lines will be busy. We will make every effort to keep you informed through our messaging system. It is therefore very important that your contact information in our student database is accurate.

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

<u>Grade Level</u>	<u>Evacuation Center</u>
Grades K-5	Hā'aeamahi Dining Hall
Grades 6-8	La'amea Gym
Grades 9-12	Koai'a Gym

In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the 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 Main Gate at 982-0149.

STUDENT HEALTH

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 your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community.

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

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

Parents/guardians are required to complete a [Medical Treatment Agreement and Release](#) prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians.

Contacting Parents/Guardians

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

IMPORTANT: 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 school.

Medication Administration

HSD staff or their designee will administer prescribed medication if requested by a student's parent/guardian. A completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students.** Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

Hours of service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day, generally from 7:00 am to 3:00 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 is located at Pauahi Lani Nui Administration building 982-0211 or 982-0411; fax: 966-5908
- High School Health Room: Located at the High School Administration building. 982-0611; fax: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 health room 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 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, Residential Life staff, friends, and 'ohana. Depression screening occurs in health rooms, and nurses may also refer students.

Students in crisis are assessed by BH staff 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 a safety concern after assessing a student.

Behavioral Health Medical Leave and Readmission

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school, and Residential Life program (if applicable). 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 and/or Residential Life program (if applicable).

Hours of Service

BHS are typically available from 7:30-3:30 for behavioral health related services. Residential Life BHS are typically available between 9:00-5:00 and are on-call for crisis after hours. BHS contact information is as follows:

Kea'au Campus:

- K-12: Leina'ala Launiu, 982-0203
- Behavioral Health Supervisor: Tracey Wise, 982-0781

Health Records

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

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.

SERVICES & RESOURCES

Counseling

The middle school counseling program helps students better understand and accept themselves, make good decisions, develop educational and career plans, and resolve interpersonal conflicts and individual concerns. In addition to personal-social counseling and crisis intervention, counselors serve teachers, students, and parents in the following ways:

Academic advising

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

Guidance classes

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

Communication with faculty & family

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

The Charles Reed Bishop Learning Center

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

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

Hours of operation:

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

Circulation policies for Middle School

- A maximum of 5 items may be checked out at any time.
- Print materials may be renewed once. AV materials may not be renewed.

Loan periods:

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

Overdue notices

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

Resources and services

- Print and online resources – The Learning Center houses a variety of print and non-print resources to support the curriculum and to foster pleasure reading. These include a non-fiction collection, Hawaiian resources, and fiction titles for varied reading interests. Online databases include Britannica Online and EBSCO.
- Other resources – A copy machine and color printers are available.
- Interlibrary loan service – The resources of the Keku'iapo'iwa Learning Center at the High School are available to Middle School students.

School Store

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

Student Lockers

Book lockers

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

PE lockers

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

Administration reserves the right as a private educational institution responsible for the safety of all students to search student lockers as well as a student's person if there is reasonable cause to

believe the student is in possession of contraband or items injurious to themselves or others.

Recreational Facilities

The campus recreational facilities include:

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

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

BUS TRANSPORTATION

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

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

Application and Fees

The application for bus service is available online through Infinite Campus.

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

Bus Pass

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

Replacement Bus Pass

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

1. written note delivered to the Transportation Office
2. email sent to: raiyo@ksbe.edu; or makuikah@ksbe.edu

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

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

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

Drop-off & pick-up from bus sites

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

Changes in Bus Service

Canceling bus service

The bus fee is non-refundable once bus service is used, except in limited circumstances with documented reasons which must be reviewed and approved by campus administration. If for any reason you decide to cancel bus transportation, notify the transportation department, in writing (mail, email).

Temporary change in plans

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

Bus Passenger Code

While riding Kamehameha Schools’ buses and/or vehicles, students are under the direct supervision of the 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.

- 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.

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

1. Before boarding the bus students shall:
 - a. Use the restroom. The bus may not be able to make restroom stops en route.
 - b. Be on time (10-15 minutes) at the designated school bus stop to help keep the bus on schedule.

- c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
 - d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in a single-file manner and not rush to board the bus.
 - e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
 - f. Use the handrail and watch their step when boarding the bus.
 - g. Balloons are not allowed on the bus.
2. While on the bus students shall:
- a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
 - b. Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
 - c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.
 - d. Never tamper with the bus or any of the equipment.
 - e. Keep all books, packages, coats, and other objects out of the aisles.
 - f. Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
 - g. Not throw ANYTHING out of the bus window.
 - h. Remain properly seated while the bus is in motion with seat belts on. NO STANDING OR SITTING ON THE BUS FLOOR.
 - i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others.
 - j. DO NOT EAT OR DRINK on the bus.
 - k. Obey all instructions from the bus driver.
3. After leaving the bus students shall:
- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
 - b. Observe the following crossing procedure when crossing the street with the assistance of a bus driver:
 - i. Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - ii. IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.

Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless advanced authorization has been given by school officials.

4. Bus Seat Belt Procedures

- a. The school requires that all students riding in school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- b. Students who may requires 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.
- c. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
- d. Students refusing to use seatbelts in a legal and safe manner may be subject to disciplinary action.
- e. Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

5. Notice of Use of Video and Audio Recording Devices on Buses

For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

6. Bus assignments:

- a. Students may be assigned to ride designated buses at specified times and locations.
- b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator.
- c. Special written request will be reviewed on a case-by-case basis by the transportation manager.
- d. The driver may assign students seats on the bus, if necessary.

7. Lost and found items

Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.

8. 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) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.

9. In Case of Emergency

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

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

Violations 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 into 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 a SNC / warning to suspension of bus service for the entire school year.

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>

BUSINESS MATTERS

Tuition and Fees

It has been a long-standing policy of Kamehameha Schools that parents support their child's education by bearing a portion of the cost of that education. The charge for tuition for students enrolled in full-time Kamehameha Schools' educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program. At most private schools, families cover 70 to 90 percent of the per-pupil cost of the program through the tuition and fees that they pay. At KS families are asked to cover only about 20 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid to cover the remainder of the costs.

Following are the basic costs of a Kamehameha Schools' education:

- Tuition – The basic charge for instruction. Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks, and ASKMS. Parent and Teacher Organization (PTO) dues are included in this charge. Meals are included, this covers breakfasts and lunches for students during the regular school year.

Payment of Bills

Tuition, transportation, lost athletic uniforms, and some miscellaneous charges are billed to you by FACTS Management Company. Some of the fees listed above may be collected directly by the student activities coordinator, librarian, or other authorized KS Hawai'i representative.

The school expects accounts to be maintained at current status and reserves the right to impose sanctions as listed in your enrollment contract. If you face difficulties in keeping your account current, please contact our school fiscal officer at 982-0038.

Prorated Payment of Fees if Student is Released

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

School Charges

In addition to tuition, parents will be billed for other charges for which a student is responsible. They include lost ID cards and library book replacement and late fees. If there is any question regarding the charges for the library expenses, please contact the CRBLC at 982-0484.

Financial Aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children's education. KS provides

financial aid to families who have clearly demonstrated financial need, giving priority to families on public assistance. Awards may be full or partial, and families must reapply every year.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus or inter-island air transportation. Any other expenses that are covered by financial aid are determined by the recipient's grade level.

Expenses NOT covered by financial aid are as follows:

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

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

How to apply for financial aid:

Information on the 2023-2024 Financial Aid Program can be accessed online at <https://apps.ksbe.edu/financialaid/>. Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' O'ahu Resource Center at 808-534-8080 or 808-541-5300. Neighbor island applicants may call toll-free at 800-842-4682, press 2.

June 30th – Last day to complete an application to be considered for a FULL financial aid award

If your child is invited to enroll at KS after June 30, 2023, please contact Outreach Support Services (Financial Aid) for application assistance.

Financial aid for summer school

Not all students receiving KS financial aid during the 2023-2024 school year will be eligible for financial aid if attending KS 2024 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2023-2024 school year.

Student Records and Information

Parent/student access to student records

Parents and students are allowed:

- To inspect, review, and obtain copies of the student's education record
- To request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the principal or his/her designee.

Directory information

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

Directory information may include:

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

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

TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

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

- **Daily bulletin:** The middle school daily bulletin is posted on our website and can be found at https://www.ksbe.edu/education/hawaii/middle_school. Students are expected to check the bulletin daily and delete the bulletins from their email accounts weekly.
- **Teacher's email:** Teacher's email addresses can be found on the Middle School's Web site at https://www.ksbe.edu/education/hawaii/middle_school. Click on the individual teacher's blog for contact information.
- **Infinite Campus:** Infinite Campus is a web-based system allowing students, parents and teachers to share the following information:
 - Student grades (option to subscribe for grade update alerts)
 - Homework assignments
 - Report card information
 - School transcripts
 - Daily school bulleting (option to subscribe)
- **Canvas LMS:** Canvas (<https://apps.ksbe.edu/canvas>) is an online learning management system (LMS) used for course content & resources, teacher contact information, announcements, and communication between students, teachers and parents.
- **Kamehameha Schools Hawai'i Kula Waena Website:** The school's website can be found at: https://www.ksbe.edu/education/hawaii/middle_school. The site features a wellspring of useful information including the student and parent handbook, summer mailout information, links to other resources and faculty blogs.

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

Use of KS Mobile Devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines

discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summertime use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in disciplinary action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at <http://connect.ksbe.edu>

Guidelines for the Proper Use of KS Mobile Devices

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

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Students should ask a teacher or computer lab resource person if they have questions or concerns about use of their assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup schoolwork data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision. To view a list of these approved web tools visit: <https://sites.google.com/ksbe.edu/hpk/home>
- If a new tool is added to this list, your child's teacher will notify you via a letter.
- Store KS devices with care by using the KS issued laptop bag or protective sleeve to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.

- Students must have their name on power supply cords, removable cards and carrying bags.
- 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 to have others use their device.
- Students should 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 in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.
 - Print all assignments in black and white, unless given teacher approval to print in color.
- KS does not provide technical support for printing at home.
- Students should not clear their 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 System

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

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain usernames and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond

in a timely manner and regularly delete old emails.

- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

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

Use the KS System in a Manner that Does Not Harm the KS Network

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

Obey Copyright and Trademark Laws

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

Disclaimer of Content Transmitted Over the KS Network

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

No Warranty of Service or Accuracy/Integrity of Content of the KS System

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

STUDENT ATHLETICS

CONTACT INFORMATION

Name	Title	Email Address	Phone
Athletic Director			
Kimo Weaver	Director of Athletics	kiweaver@ksbe.edu	808-982-0742
Associate Athletic Director			
Jeffrey Law	Associate Athletic Director	jelaw@ksbe.edu	808-982-0648
C. Hōkūlani Haliniak	Associate Athletic Director	cohalini@ksbe.edu	808-982-0477
Administrative Support Staff			
Alane Moniz	Administrative Coordinator	almoniz@ksbe.edu	808-982-0653
Mary Rapoza	Clerk Assistant	marapoza@ksbe.edu	808-982-0062
Athletic Health			
Zeny Eakins	Athletic Trainer Supervisor	zeeakins@ksbe.edu	808-982-0743
Amy Shirk	Athletic Trainer	amshirk@ksbe.edu	808-982-0753
Athletic Equipment/Locker Room Attendants			
Leonahenahe Aina	PE/Athletic Utility	leaina@ksbe.edu	808-982-0654
Pauline Morante	PE/Athletic Utility	pamorant@ksbe.edu	808-982-0688
John Derek Oda	PE/Athletic Utility	jooda@ksbe.edu	808-982-0667
Aquatics			
Bronson Toledo	Lifeguard	brtoledo@ksbe.edu	808-982-0796
Supervisor, Athletic Facilities			
Doug Gray	Supervisor, Athletic Facilities	dogray@ksbe.edu	808-982-0796

Kamehameha Schools Hawai'i
Athletics Department
16-718 Volcano Rd.
Kea'au, HI 96749

A MESSAGE FROM THE ATHLETIC DIRECTOR

Aloha Mai Kākou,

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

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

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

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

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

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

I Mua Kamehameha!

Kimo Weaver, CAA
Director of Athletics

A MESSAGE FROM THE PO'O KULA

Welina mai ke aloha e nā 'ohana,

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

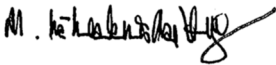
We pride ourselves that we are able to compete at the highest level of competition in the state, yet are recognized for combining that success on the field with good sportsmanship and academic achievement. It is this fine tradition that your student-athlete and 'ohana have joined.

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

Dedicated coaches and athletic staff make the athletic experience a time of learning and growth for all students. The self-efficacy, self-discipline, teamwork, mental toughness, perseverance, and resilience that our student-athletes learn are among the traits that our coaches seek to teach and reinforce through our athletic programs. Playing sports at Kamehameha isn't about winning or losing. It's about school pride and the experience gained from being a part of the team. To this end, I encourage you to review the Student-Athletics section of this Handbook with your child. Should you have any questions, I encourage you to speak with your son or daughter's coach or one of our Athletic Department Administrators.

We mahalo you for the support that you provide to our student-athletes—the pick-up schedules, the late family dinners, the insistence on the primary importance of academics. We know how challenging parenting student-athletes can be. It takes a team effort and we look forward to teaming with you for your child's success.

I mua Kamehameha!



M. Kāhealani Nae'ole-Wong
Po'o kula (Head of School)

LEAGUE AND ASSOCIATION AFFILIATIONS

Big Island Interscholastic Federation (BIIF)

Kamehameha Schools Hawai'i is a member of the Big Island Interscholastic Federation (BIIF), which is comprised of a mixture of public and private schools on the island of Hawai'i. As a member of the BIIF, Kamehameha Hawai'i adheres to the rules of the National Federation of State High Schools Associations (NFHS) and the Hawai'i High School Athletic Association (HHSAA).

The Hawaii High School State Athletic Association (HHSAA)

The HHSAA is a member of the NFHS. All Hawai'i private and public schools are voluntary members of the HHSAA. The goal of the Association is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai'i:

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

The National Federation of High Schools (NFHS)

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

ATHLETICS MISSION STATEMENT

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

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

- help promote the development of a student athlete's highest potential by providing them with a vast range of opportunities for the students to build individual and team skills;
 - experience the thrill of competitive sports;
 - learn to cope with victory as well as defeat;
 - practice and carry out good sportsmanship;
 - instill and hone values necessary for the development of respect for self and others;
- gain respect for authority and rules; and,
- appreciate the benefits of discipline through training, teamwork, and commitment.

ATHLETICS STATEMENT OF PHILOSOPHY

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

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

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

ATHLETICS GOALS AND OBJECTIVES

It is our hope that through the experiences gained from participating in Athletics at Kamehameha, the student athlete will develop favorable habits and attitudes that will

eventually prepare them for a well-rounded adult life in our society. Participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves. In order to achieve our goals, the student athlete shall learn:

- **To work with others** – The team and its objectives must be placed higher than personal desires.
- **To be successful** – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
- **To develop sportsmanship** – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- **To improve** – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- **To enjoy athletics** – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
- **To develop desirable personal health habits** – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

SUPPORTING KS ATHLETICS

Role of the Student Athlete

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

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

STUDENT ATHLETE CODE OF CONDUCT

Participation on any athletic team or squad at Kamehameha Schools is indeed a privilege and all athletes must earn the right to represent Kamehameha by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth in the Citizenship Behaviors section of this Handbook. In addition to the disciplinary policies set forth in this Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

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

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

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

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

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

Role of the Parent

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

- Enforce school rules - Help children understand and follow the policies and rules contained in the Student Athletics section, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance - Make sure that the student athlete is at team practices, meetings, and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.

- Parent –Coach Relationship - During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child’s coach(es):
- **Appropriate concerns to discuss with coaches:**
 - Treatment of their child which endangers a child’s well being
 - Ways to help their child improve
 - Concerns regarding their child’s behavior
 - Coaches’ expectations and role for their child and the team
 - Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
 - Their child’s athletic as well as academic progress
- **Inappropriate concerns to discuss:**
 - 1 Placement on teams (future)
 - 2 Playing time
 - 3 Coaching strategies used during practice or games
 - 4 Other student athletes
 - 5 Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Associate Athletic Director or designee assigned to supervise the particular sport at the directory information in this Handbook who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or if after meeting the problem continues to exist, parents may contact the Athletic Director or designee for further discussion of the situation or matter.

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

- **Examples of Disrespectful and Inappropriate Behavior**

- 6 Taunting, trash talk, and other intimidating actions.
- 7 Not admonishing those sitting around you who exhibit poor sportsmanship.
- 8 Yelling and/or waving arms during opponent's free throw or service attempt
- 9 Disrespectful and/or derogatory yells, chants, songs, or gestures.
- 10 Booing and/heckling an official's decision.
- 11 Criticizing officials in any way and/or displays of temper with an official's call.
- 12 Yells that antagonize opponents.
- 13 Refusing to shake hands or give recognition of good performance(s).
- 14 Blaming loss of game on officials, coaches, or participants and/or displays of temper with coaches.
- 15 Laughing or name calling to distract opponent.
- 16 Use of profanity and/or displays of anger language toward student-athletes, coaches, officials, and other fans that draw attention away from the game.
- 17 Doing own yells instead of following lead of cheerleaders.
- 18 Threats of physical harm toward student-athletes, coaches, officials, and other fans.
- 19 Involvement in a physical altercation.

Role of the Coach

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

- Always maintain appropriate interaction with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards "Practicing good citizenship is practicing good sportsmanship!"
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
 - Refrain from arguments in front of players and spectators;
 - No gestures which indicate that an official or opposing coach does not know what he or she is doing or talking about;
 - Not throw any objects in disgust;
 - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even there is disagreement with the officials' judgment.

- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his or her remarks to game statistics and to the public and to the performance of the team.
- Instruct athletes and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Not be a party to the use of profanity or obscene language, or improper actions.

Role of the KS Athletic Community

It is our expectation that student-athletes, coaches, family & friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every student-athlete participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; with no distractions or disturbances due to poor behavior of coaches, family & friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual student-athletes. It really is enough to cheer for student-athletes and support their efforts regardless of the outcome of the game.

**E lawe lilo ka ha'aheo, No Kamehameha ē!
(Take the victory with pride, for Kamehameha!)**

OUR ATHLETIC PROGRAM

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports. The interscholastic Program strives to promote the development of a student's highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment.

Eligibility to Participate in Athletics

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent Kamehameha, subject to the following guidelines:

Eligibility Forms - Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at Kamehameha Schools must be medically cleared to start school and must have the following forms properly completed and current:

- **Physical Evaluation:** This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician

Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. This completed form should be submitted to the student's health room.

All student Athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at mybenefits.hawaii.gov. Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN MUST ENSURE THAT THE STUDENT ATHLETE HAS MEDICAL INSURANCE.

If an athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the athletic trainers and coach prior to the practice or the contest.

It is the parents/guardians' responsibility to contact the department to update information.

Final Team Selection– Participation in athletics is both voluntary and a privilege and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

- Prior to trying out, the coach shall provide the following information to **all** candidates for the team:
 - Extent of try-out period.
 - Criteria used to select the team;
 - Number to be selected;
 - Practice commitment if they make the team;
 - Game commitments.
- All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled try-outs.
- When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:

- Have competed in a set amount of practice sessions;
 - Have performed in at least one intra-squad game;
 - Be personally informed of the cut by the coach and the reason for the action.
- The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

Participation in Multiple Sports: Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in **without influence from any coach to specialize in one sport.**

- a. Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports' seasons. All parties involved must communicate openly, effectively, and constantly.
- b. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not "quit" or were not cut from the first sport for disciplinary reasons.
- c. No athlete may start another sport until the previous one has been completed. (Unless approval is given by the current coach)

Ineligibility to Participate in Athletics

A student athlete may be deemed ineligible to participate in athletics or represent Kamehameha if any of the following occurs:

A. NOT MEDICALLY CLEARED FOR SPORTS

Upon notification from the Athletic Office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY KS, **MAY NOT PRACTICE OR COMPETE UNTIL** they have completed all requirements for medical clearance for sports. This policy is strictly enforced.

B. ABSENCE FROM SCHOOL.

Students whose absence from school has been determined by the campus unit office as unexcused are **NOT ELIGIBLE TO PARTICIPATE** in any practice or

scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.

C. STUDENTS ON ACADEMIC OR CONDUCT PROBATION.

Students who represent Kamehameha must be in both good academic standing and behave appropriately.

1. **ACADEMIC PROBATION** - Students with at least **one (1) "F"** or **two (2) or more "D" grades** for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period**.
 1. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.
 2. After two (2) weeks, beginning with the third week, eligibility will be determined through a grade check conducted by the Athletic Department. Please remember that Administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
 3. Student athletes with **two or more "F" grades**:
 - a. **May still participate in PRACTICE but not in any league scheduled COMPETITION** for a minimum of **four (4) weeks**. Study Hall on/during assigned Study Hall times/dates will be required.
 - b. After four (4) weeks, beginning with the fifth week, eligibility will be determined through a grade check conducted by the Athletic Department. Again, please remember that administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
 4. Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation.
 5. Students on academic probation are allowed to sit on the bench with the team. However, they are **NOT ALLOWED** to suit up and wear their uniform.

6. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.
2. **CONDUCT PROBATION** - As stated in this Handbook, Conduct Probation is assigned to a student for repeated infractions of school rules or a major violation. Any student who is placed on conduct probation **will not be permitted** to represent Kamehameha in any activities and will have their **unscheduled** time restricted for a minimum of a **two-week period**. During that **two-week period**, they may practice, but **may not compete**. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Principal/Vice-Principal.)

D. QUITTING A SPORT

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams' eligibility list is submitted officially. The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student should break this contract and decide to quit without school sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- a. Normally, an athlete who is dropped from one squad for disciplinary reasons, or who "quits" after competition has begun, shall be ineligible to compete in another sport for the current season as well as the next.
- b. He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.
- c. Exceptions for just cause may be made only with the approval of the Athletic Director or the Principal.

AWARDS AND RECOGNITION

All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

- i. Regular attendance and participation during the season.
- ii. Being a team member in good standing at the end of the regular season.
- iii. Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
- iv. All team managers and statisticians are eligible for Letters.

All qualifying athletes will receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate (Varsity only), or Letter certificates (JV and Middle School sports). Other awards may be available. Please check your campus athletic office or website for more information.

Male and Female Athletes of the Year

This award recognizes a Kamehameha male and female senior who excelled in one or more sports and is considered the outstanding senior male and female of the year. The Athletic Director selects the recipient with input from coaches. A plaque (replica) is also given to the recipient.

Senior Scholar Athletes of the Year Award

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum cumulative grade point average (GPA) of 3.0 through the end of the first semester of their senior year. The Athletic Director selects the recipient with input from coaches. A plaque is also presented to the recipient.

DAY TO DAY STUDENT ATHLETE LIFE

Practice Sessions and Schedules

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:15 PM - 5:45 PM. Middle School practices at La’amea Gym and Keaka Play court must end by 5:30 PM. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the Coach and in collaboration with our Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

Dress Code and Appearance

During all regularly scheduled practices and games, athletes are expected to wear their KS issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include: earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings, and tongue piercings. Such items may result in lacerations, severe contusions, and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should

ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student Athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform or, when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines stated in this Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practices or from representing KS at athletic events.

ABSENCES, LEAVES, AND TARDINESS

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. As set forth in other sections of this Handbook, an athlete who is absent from school for more than half of the day due to illness will not be allowed to practice or otherwise participate in any athletic event until they are cleared by their parent or physician to return. A student athlete is **expected to** attend all classes on his/her schedule on the day of a game and the next school day following the game. Habitual absences, before and after games may result in suspension from the team. Athletes may also be excused due to participation in an approved KS school activity, or from written approval received from the Vice Principal or Principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the Head Coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences as set forth in this Handbook.

Student athletes who are absent from school for more than half of the day will be considered to have been sick and may **NOT PARTICIPATE** in any practice or a scheduled league event. Student athletes need to have attended at least two (2) or more periods within a school day in order to be eligible to participate in any athletic event. (Exceptions to this policy require the approval of a Vice-Principal.)

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening or weekend, provided that they are cleared by the Unit Office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day **PROVIDED** that the athlete is cleared by a licensed healthcare provider to participate. The healthcare provider's written medical clearance must be presented to the student's school nurse or athletic trainer before the student athlete can participate. On the following school day, the school nurse or athletic trainer must ensure that a copy of the athlete's clearance is presented to the student athlete's Vice Principal.

Early Dismissals

Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- I. Notify their teacher(s) of periods they will miss.
- II. Turn in any assignments that are due the day of early release, BEFORE leaving for the game.
- III. Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

ADMISSION TO GAMES

- **KS STUDENTS** are admitted for FREE to regular season home games with his/her student I.D. BIIF student activity cards (high school students) can be purchased to attend regular season **away and post season games at reduced prices**. BIIF student activity cards (only at participating schools) allow the bearer entry into regular season away contests for free. **BIIF student activity cards** are available for purchase for \$20.00 through the athletic office (high school campus) on school days from 10:00am-3:30pm, and are active for the entire school year. BIIF student activity cards are honored at BIIF post season tournament games, however, admission is charged at a discounted rate. BIIF student activity cards are not honored at HHSAA State Tournament games.
- III. **KS PARENTS/OHANA** can purchase KS Parent/Ohana passes for \$25 each (cash only) from the athletic office (high school campus). KS Parent/Ohana passes are active for the entire school year. These passes allow the bearer FREE entry **ONLY** at KS regular season HOME games. KS Parent/Ohana passes are NOT honored at away contests, pre-season tournaments (fundraisers), BIIF playoff games, or HHSAA State Tournament games.
- IV. **KS FACULTY/STAFF** are admitted for FREE to regular season home games.

BIIF: Admission prices available at: <https://www.biifsport.com/page/2994>

HHSAA: There is an admission fee to attend all state tournament games sponsored by the Hawai'i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with the HHSAA website at <http://hhsaa.org> for more information.

At all events, students are expected to: dress appropriately, show good sportsmanship, be considerate, and keep the facility free of litter.

Taking Photos or Videos at Games

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided that they do not unreasonably interfere in any way with the operations of any athletic event. For example, no flash photography at indoor contests. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

Potlucks and Snacks

Because many of our scheduled games are held in areas far from our campus, team potlucks or refreshments after games are allowed (this refers to all home and off campus games) with the approval of the host school. Please ensure that all refreshments are coordinated and arranged through the respective coaches.

TEAM FUNDRAISING

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, please contact your coach.

All athletic t-shirt designs should promote the team concept and the KS spirit of ha'aha'a. Fundraising should NOT begin (e.g. commit resources and/or collect money) until coaches seek and obtain approval from the Athletic Department.

USE OF THE NAME "KAMEHAMEHA SCHOOLS" AND THE I MUA WARRIOR LOGO

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



KAMEHAMEHA SCHOOLS®

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS.

To learn more about these requirements, please contact the campus athletic office at 982-0653.

The Use of Nutritional Supplements

Nutritional supplements are widely used by athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the National Federation of High Schools (NFHS) strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense or recommend any supplement to a student athlete.

SAFETY AND SECURITY

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 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 Report Suspicious Activity

Students who wish to report any violations of school policy contained in this Handbook, or wish to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use) should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po'o Kula (collectively, "Student Supporters"). If the student reporter is a victim, the 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. Students are also encouraged, but not required, to make a report online with KS' Hi'ikua Student Helpline. While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities

Corrective Action

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

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its student athletes and staff members. As such, KS reserves the right to search student athlete lockers, cars, persons, and personal possessions if there is a reasonable suspicion that a student athlete 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 student athletes 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.

Visitors & Volunteers

KS depends greatly on parents, relatives, and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for student athletes and volunteers, KS requires every volunteer who will be in direct contact with student athletes for an extended period (example: sleepovers), and/or on a regular basis, to complete a volunteer information form, have a TB test on file, and authorize criminal history record check annually before working directly with student athletes.

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 student athletes.

ATHLETIC HEALTH SERVICES

Athletic Training Services

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in the Health Services section of this Handbook. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Medical Director, team physician(s), and the student's private physician as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility.

Athletes are not to be in the athletic training room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer, shall be allowed to use the medical or rehabilitation equipment in the athletic training room.

Priority of Service in the Athletic Training Room

In-season athletes preparing for practice or an event will receive priority to avoid tardiness to the practice or event. All other athletes will be serviced as staffing permits.

Coverage of Practices and Events

A Certified Athletic Trainer will be accessible during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy and is determined by level of risk, location of event, availability of KS staff and if off-site availability of host medical personnel.

Illness or Injury Occurring at Practice or Event

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The athletic trainers will communicate with the students and coaches as to their participation status until release for return to full participation.

When a Kamehameha Schools Certified Athletic Trainer is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic Trainer or the trainer is otherwise unavailable, the Head Coach is responsible for the athlete's care. When a Certified Athletic Trainer is not present, the coach must make very conservative decisions when deciding to return an

injured/ill athlete to play. Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

Clearance to Return to Full Participation

The athletic training staff must clear every injured or ill athlete before returning to full participation, whether assessed/treated by the athletic training staff or not. A physician's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics. Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after obtaining clearance from the athletic training staff.

Injury/Illness Education

Best practices for athletics recommend that coaches, parents and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online course on Head Injuries/Concussions, Sudden Cardiac Arrest and Heat Illness. The following sections provide a brief synopsis for Head Injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

- **Concussion Management**

Kamehameha Schools (KS) Concussion Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawaii High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and post-injury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on an every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury.

All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity

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

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

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an athletic trainer will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse, and as applicable.

RETURN TO PLAY GUIDELINES

KS will use the following guidelines. Consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

Step 1: Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a physician or the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full time.

Steps 3-7 will be supervised by a KS Athletic Trainer. (Each step is separated by a minimum of at least 24 hours.)

Step 3: Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

Step 4: Running in the gym or on the field. Completion of step 4 will allow clearance for return to PE.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game.

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf.

- **Sudden Cardiac Arrest**

Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?

About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13 such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African-Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports training and competition are not likely to be detected during sports physicals or routine exams.

Screening Evaluations

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

Athletic screening (sports physicals) should be done by a health care provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements.

Parents Should Complete the Medical History Forms with their Child

Young athletes may be at greater risk and need further evaluation and tests if there is:

- A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
- Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
- A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
- Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

Recommendations

Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main responsibility of health care providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.

Source: American Academy of Pediatrics:

<https://www.healthychildren.org/English/health-issues/injuries-emergencies/sports-injuries/Pages/Sudden-Cardiac-Death.aspx>

- **Heat Illness**

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawaii High School Athletic Association Heat Acclimatization Policy which includes a 14 day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

- a. Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- b. Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- c. Replace fluids with water and/or sports drinks to replace fluids and electrolytes.
- d. Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
- e. Should not participate in athletics when they have a fever ($\geq 100.4^{\circ}\text{F}$)

Resources:

https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398

<https://ksi.uconn.edu/>

Each Campus also has emergency preparedness plans for lightning and other natural disasters. The Athletics Director has responsibility for communicating those plans.

Student Accident Insurance

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities, or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance. For more information, please contact the campus athletic office at 982-0653.

SERVICES AND RESOURCES

Uniforms, Lockers, Equipment, and Facilities

Athletes are expected to exercise care of school uniforms, equipment, and facilities, and to report any abuses to their coach or the Athletic Director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

- Athletes may receive the following items (items may vary depending on the sport):
 - One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up)
 - One (1)-set of practice clothes (t-shirt and a shorts)
 - (*) A set of game uniforms (*depending on sport)
 - One (1) laundry belt
 - One (1) towel (towels are exchanged on a one-for-one basis)
 - Socks and other sporting apparel are also available upon request. (depending on availability)

- In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately and the athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within 3 days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawal. Thereafter, items will be disposed of.

- Athletes must return uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within 3 school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed of.
- All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or unreturned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)
- Student athletes will be **charged** the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the athlete's account.
- Students who have not cleared their accounts will not be able to register for classes for the following semester, will not be issued uniforms for any other sport during the next sport season, and students in Grade 12 will not be able to graduate.

Uniforms

Student athletes' practice and game uniforms are issued under the following guidelines:

- Laundering of Uniforms
 - **ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.**
 - Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.
 - Properly returned uniforms will be washed & dried on the issued wash belts; and returned to the student athletes' lockers.
 - **Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS!** (Wash belts will not be washed if personal items are found on them)

- Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:
 - P.E. classes
 - Work or job
 - Socially
 - School wear (see policy below)

- Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.

- Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.

- Athletes are strongly encouraged to return their uniforms and other equipment on the day of, and directly after their last contest.

Lockers

Student athlete lockers will be issued according to the following guidelines:

- Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed and is subject to disciplinary action.**

- No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.

- Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.

- All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.

- **No one** except coaches and assigned players **are allowed in the locker room.**

- **No GLASS** containers are permitted in the locker room areas.

- All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.

- Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and is expected to place it in the proper barrel after each use in exchange for a clean towel.
- Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department. (x-20149/982-0149)

Equipment

Student athletes' practice and game equipment will be issued under the following guidelines:

- All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly.
- All athletic equipment is the property of Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.

Strength and Conditioning

The strength and conditioning program at KS has several goals and objectives, namely, to: 1) properly utilize a strength training facility in the best interest of all students, 2) provide adequate coaching technique in strength training, 3) provide program alternatives for achieving specific results, 3) insure that the proper safety measures are being employed during all training sessions, 4) provide responsibility in the proper care of equipment, 5) allow for strength training consultation for all athletic squads and physical education instructors, 6) make available opportunities for students to enjoy the benefits derived from a sound strength training program on a year-round basis, , and to 7) present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the weight room located at Koai'a to improve their strength and overall performance, subject to the following guidelines:

1. **Shirt and shoes are required in the weight room at all times.**
2. The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility Supervisor when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.

5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

TRANSPORTATION AND TEAM TRAVEL

Transportation to and from Athletic Events

Kamehameha provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Student athletes are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of this Handbook, while being transported to and from all athletic events.

Permission for Alternative Transportation and to Leave the Group

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Coach or Athletic Director's approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group form, to the student athlete's respective head coach. Forms are available online at the Athletic Department's website located at: <https://kshathletics.org/main/filesLinks/> Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Overnight and Inter-Island Travel

Team competition may and oftentimes require overnight and/or inter-island travel. This is especially true for HHSAA sponsored tournaments, which involve Varsity teams traveling to O'ahu or the neighbor islands for competition. If state tournament travel is required, KS will provide air and ground transportation, including meals and lodging, for coaches and all team members. Additional parental permission may be required.

Team members travel to and from athletic events together in KS-approved uniform and/or apparel as a team at all times. Family visits are prohibited. All KS policies and procedures governing student behavioral expectations and conduct as set forth in this Handbook apply to student athletes at all times during team travel.

Itineraries are usually distributed to team members 5-7 days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members requires prior approval from school administration. Please notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel.

In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director.

In the event of an emergency, coaches have the discretion to modify travel arrangements.

SCHOOL SONGS

Sons of Hawai'i (alma mater)

By William B. Olson and Theodore Richards

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

CHORUS:

Ring, ring, Kalihi, ring
Swell the echo of our song.
Ray, ray, ray, ray, ray, rah; ray, ray Kamehameha
Let hills and valleys loud our song prolong.
Be firm and deny ye, oh sons of Hawai'i.
Allurements that your race will overwhelm.
Be true and rely ye,
Oh sons of Hawai'i,
On God, the prop and pillar of your realm.

CHORUS: (as before)

I mua Kamehameha

By Charles E. King

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

© 1928 Charles E. King Music Co.

MIDDLE SCHOOL INFORMATION



Kamehameha Schools®

Hawai'i Campus Map

16-716 Volcano Road

Kea'au, Hawai'i 96749

Ph: (808) 982-0000 | Web: ksbe.edu/hawaii

- | | |
|---|-------------------------------------|
| 1. Kamāka'imoku | 19. Ke Ali'i Bernice Pauahi Bishop |
| 2. Ke'eaumoku Nui | 20. Keoua |
| 3. Hale Mikini | 21. Konia and Pākī |
| 4. Hale Ho'omalū | 22. Hale Kākulu |
| 5. Kekūanao'a | 23. Hale Mālama Kahua |
| 6. Kīna'u | 23A. Hale Kahua Ola |
| 8. Hā'aeamahi | 25. Kamehameha Pai'ea |
| 9. Keaka | 26. Nae'ole |
| 10. Pauahi Lani Nui | 27. Ka'ōleioikū |
| 11. Kekelakekeuokalani | 28. Kamaka'eha |
| 13. La'amea | 29. William Charles Lunalilo Center |
| 14. Charles Reed Bishop Learning Center | |
| 16. Koai'a | |
| 17. Keku'iapoiva | |
| 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
- 2** **Ke'eaumoku Nui**
Grades 6-8
Specialty Classroom Building
Paternal Grandfather of Kamehameha
- 3** **Hale Mīkini**
Mechanical Building
Translates to "Machine House"
- 4** **Hale Ho'omalū**
Security Guard Shack
Ho'omalū is to bring under the care or protection of
- 5** **Kekūānao'a**
K-2 Classroom Building
Hānai Father of Bernice Pauahi Bishop
- 6** **Kīna'u**
Grade 3-5 Classroom / Specialty Building
Eldest daughter of Kamehameha I and hānai mother of Bernice Pauahi Bishop
- 8** **Hā'aeamahi**
Dining Hall and K-8 Music Center
Maternal grandfather of Kamehameha I
- 9** **Keaka**
K-5 Covered Playcourt
Trusted Guardian of young Kamehameha
- 10** **Pauahi Lani Nui**
K-5 Administration Building
Honorary Title of Bernice Pauahi Bishop
- 11** **Kekelakekeuokalani**
Grades 6-8
Classroom Building
Maternal Grandmother of Kamehameha
- 13** **La'amea**
Grades 6-8 Gymnasium
Teacher of Kekūhaupī'o, who trained Kamehameha
- 14** **Charles Reed Bishop Learning Center**
K-8 Library / Learning Center
Husband of Bernice Pauahi Bishop
- 16** **Koai'a**
High School PE Locker / Gymnasium
Senior Instructor of Kekūhaupī'o in Warfare
- 17** **Keku'iapoiva**
High School Library / Media Center
Mother of Kamehameha
- 18** **Keawe**
High School Dining Facility
Grandfather of Kamehameha
- 19** **Ke Ali'i Bernice Pauahi Bishop**
Administration Building
Founder and Benefactress of Kamehameha Schools
- 20** **Keoua**
High School Science Classroom
Father of Kamehameha
- 21** **Konia**
High School Classroom
Mother of Bernice Pauahi Bishop
Pākī
High School Classroom
Father of Bernice Pauahi Bishop
- 22** **Hale Kākūlu**
Hawaiian Culture Outdoor Classroom
Kākūlu by definition is the person who bails the water from the wa'a. This person keeps the wa'a afloat and moving forward in the right direction.
- 23** **Hale Mālama Kahua**
Grounds Facility
Translates to "Ground Caring Facility"
- 23A** **Hale Kahua Ola**
Operations Physical Plant Building
Translates to "House of the Living Foundation"
- 25** **Kamehameha Pai'ea**
Football / Track / Soccer Complex
Childhood Name of Kamehameha
- 26** **Nae'ole**
Swimming Pool Facility
Guardian to Kamehameha
- 27** **Ka'ōleiokū**
High School Art / Vocational Tech. / Specialty Building
Grandfather of Bernice Pauahi Bishop
- 28** **Kamaka'eha**
High School Music Building
Another Name for Lili'uokalani, Hānai sister of Bernice Pauahi Bishop
- 29** **William Charles Lunalilo 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.



The Kamehameha Hawai'i campus identity is rooted in 'Ōiwi Edge—a strong ancestral foundation that shapes the agency, adaptability, and well-being of haumāna, giving them a competitive advantage to fulfill their unique purpose and kuleana.



KAMEHAMEHA SCHOOLS®

HAWAI'I

Kamehameha Schools Hawai'i Administration

M. Kāhealani Nae'ole-Wong, Po'o Kula
Scott De Sa, Hope Po'o Kula
Heather Tehani Corcoran, Ph.D., Po'o Kumu, Kula Waena
Pua Kalaniopio, Hope Po'o Kumu, Kula Waena
Ka'ulu Gapero, Po'o Kumu, Kula Ha'aha'a
Lehua Veincent, Ph.D., Po'o Kumu, Kula Ki'eki'e
Joy Hau'oli Motta, Po'o Kumu, Hālau Kupukupu
Brian Kaunaloa Boshard, Kahu

Board of Trustees

Robert K.W.H. Nobriga, Chairman of the Board
Elliot Kawaiho'olana Mills, Vice Chairman
Crystal Kauilani Rose, Secretary/Treasurer
Lance Keawe Wilhelm

Chief Executive Officer

Livingston "Jack" Wong

Executive Leadership

Darrel R. Hoke, Executive VP of Administration
Andrea Kanno, VP of Communications and Chief Communications Officer
Kā'eo Duarte, Ph.D., VP of Community and 'Āina Resiliency
Benjamin Salazar, Managing Director of Finance and Chief Financial Officer
Nalani Kaina General Counsel and Vice President
Lauren S. Nahme, VP of Strategy and Transformation